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NEC CLOUD STORAGE

User Guide

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The use of the ® symbol and ™ symbol are omitted in this document.

1 Introduction

1.1 Goals of this document

This document describes from end user perspective all features and possibilities that NEC Cloud Storage offers.

By “end user” we mean the customers who access the NEC Cloud Storage in order to manage storage and company users.

1.2 Terms, acronyms and abbreviations

The following describes definitions and abbreviations that are used in this document.

Acronyms and Abbreviations	Full Spelling and Definition
CS	NEC Cloud Storage

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2 INTRODUCTION TO NEC CLOUD STORAGE

With NEC Cloud Storage you will enjoy private and shared storage space. Everything you store will be available on your local device and "the cloud", so you'll be able to access it from any computer with Internet connection.

It provides with network storage accessible via Mobile Devices, USB modems, PC or via Web. You will have access to your own storage space and also a group storage area shared with the users you want. This solution enables information sharing, not only with employees of the same company, but also with customers, suppliers or partners.

The solution allows secure data sharing, available from distributed locations and the possibility of easily sharing without the limitations of email.

This quick guide covers the main functionality of NEC Cloud Storage and is for users to start up the service.

2.1 What is needed to use Cloud Storage?

To use NEC Cloud Storage you just need an application for the device you are using or a Web browser.

2.2 Technical requirements

NEC Cloud Storage service provides many access points:

- Application for Windows PCs
  - Windows XP SP3 (x86, x64)
  - Windows Vista

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  - Windows 7 (32 bits, 64 bits)

- Application for Android Smartphones and tablets
  - Smartphones: Version 2.3 or later.
  - Tablets: Version 4.3 or later.

- Application for iOS Smartphones (iPhone) and tablets (iPad)
  - Version 4.3 or later.

- Web access: Using any Web browser:
  - PC:
    - Internet Explorer 7, 8 and 9, Firefox 17 and Google Chrome 23.
  - Smartphones:
    - Safari 5.1.7 and 6 and Firefox 5.
  - Tablets:
    - Safari 5.1.7 and 6 and Firefox 15.

In case Web access is not used, a specific client per device must be installed. Those clients can be downloaded directly from Web interface. In case of mobile devices it can be downloaded for free from App Store and Google Play respectively.

With Windows devices, Microsoft Office files used directly from Virtual Drives may have sporadic inconsistencies while saving Office 2003 and older files. This won't happen with Office 2007, 2010 and over.

2.3 How to access Cloud Storage?

NEC Cloud Storage access depends on the used device:

- Webpage: All users can access directly through NEC Cloud Storage URL:

  http://www.neccloudstorage.com/

  If you are the administrator of your company and you bought the application in your Service Provider Marketplace, you can also access NEC Cloud Storage from the Marketplace. Please remember, if you modify credential inside NEC Cloud Storage, you'll always have to access it using above URL.

- PC: Access with credentials (user/password) directly in the PC client. To download PC client you may have to access the webpage (http://www.neccloudstorage.com/) and click on the "PC client" icon on the top of the page.

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- Mobile devices (iOS or Android): Access with credentials (user/password) directly in the mobile device client. Previously you'll need to download the application, for free, from Google Play or Apple Store, just looking for "NEC Cloud Storage".

2.4 User Profiles

There are 2 different types of users:

- Administrator User

  This user is the company manager or administrator and also the Group account owner. This user manages both the personal space and shared space for all the users in his group. The administrator also manages other users' quota.

- Standard User

  Standard users have the same rights as administrator but cannot create other users and manage their own quota or disk space. Standard Users have access to both personal folder and shared group folder.

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3 PC APPLICATION

This chapter describes the functionality of NEC Cloud Storage PC application for Windows.

3.1 Installation and Initial Set Up

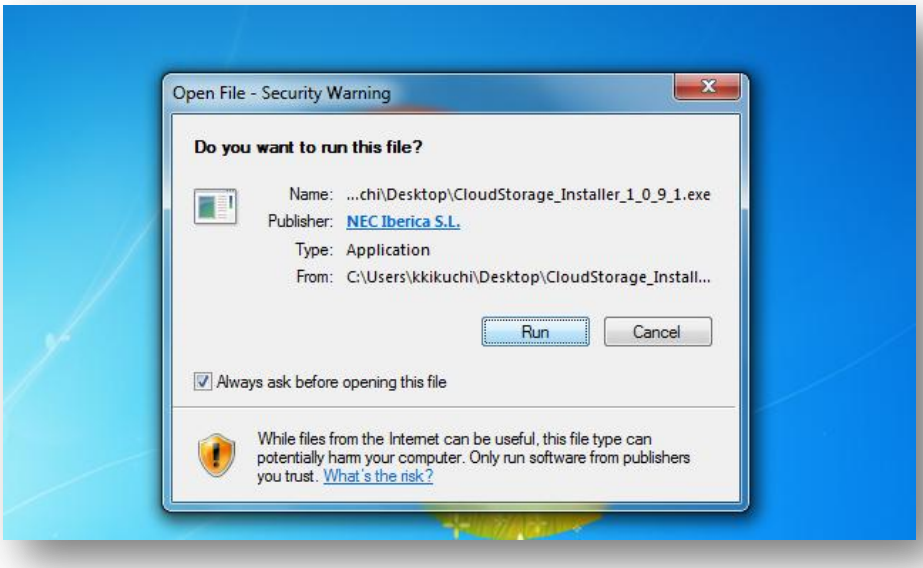
3.1.1 HW Requirement

Operating system of PC must be Windows XP SP3 or Windows 7, and the service requires more than 1GB RAM.

3.1.2 Installation

The installation procedure is as follows.

Download the software from NEC Cloud Storage Web page (http://www.neccloudstorage.com/). Execute the ".exe" file and choose "Run", then the installer will be launched.


Open File - Security Warning
Do you want to run this file?
Name: ...chi\Desktop\CloudStorage_Installer_1_0_9_1.exe
Publisher: NEC Iberica S.L.
Type: Application
From: C:\Users\kkikuchi\Desktop\CloudStorage_Install...
Run
Cancel
Always ask before opening this file
While files from the Internet can be useful, this file type can potentially harm your computer. Only run software from publishers you trust. What's the risk?

The installer automatically detects all needed components to run NEC Cloud Storage in the specific PC, so when you click "Install", the installation process starts.

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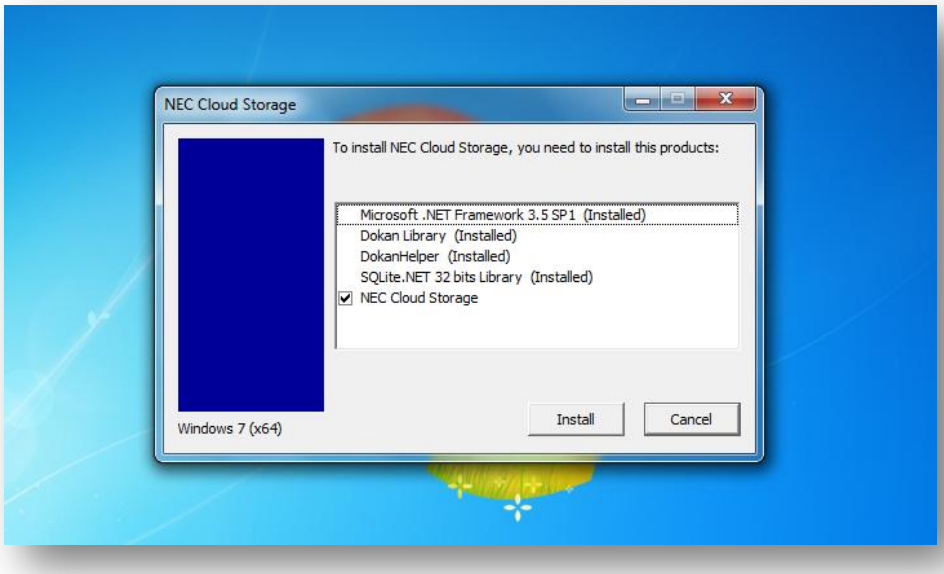

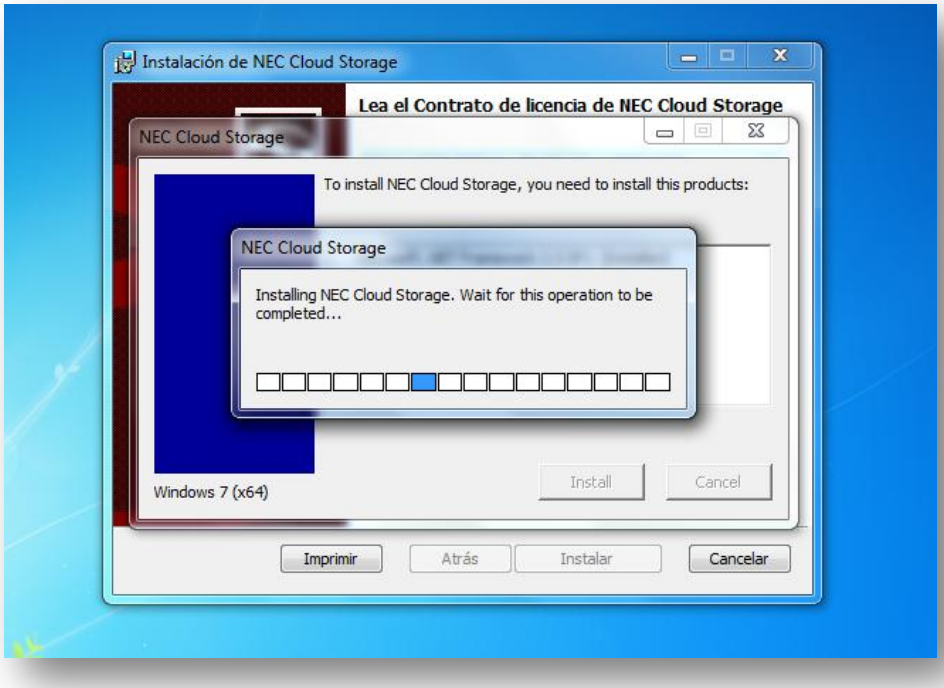

When license screen appears, you'll have to accept usage terms and condition and click "Install" to continue the installation process.

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Instalación de NEC Cloud Storage
Lea el Contrato de licencia de NEC Cloud Storage
GNU GENERAL PUBLIC LICENSE
Version 3, 29 June 2007
Copyright (C) 2007 Free Software Foundation, Inc. <http://fsf.org/>
Everyone is permitted to copy and distribute verbatim copies of this license
Acepto los términos del Contrato de licencia
Imprimir
Atrás
Instalar
Cancelar

When the installation is completed, you'll be asked to reboot the PC. Once restarted, you can start using NEC Cloud Storage PC application.

3.2 Log in

Click on Cloud Storage PC application on your PC and enter your credential

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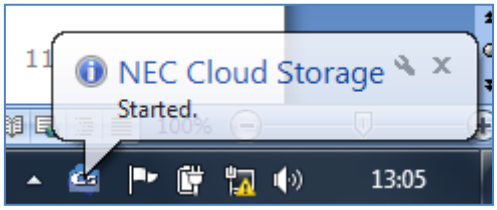
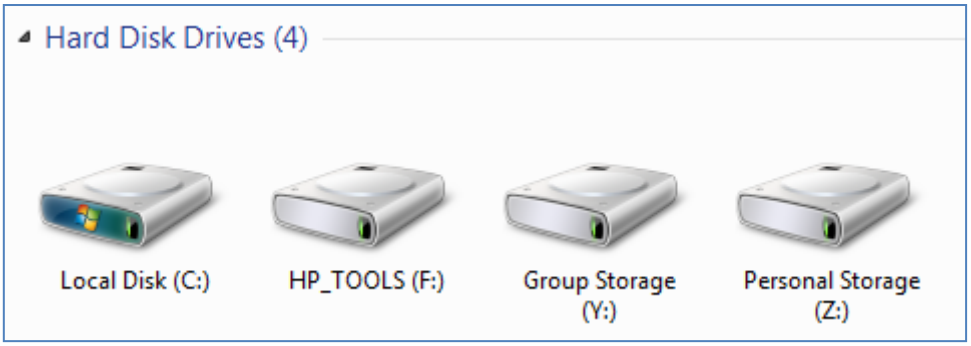
The message below will show the correct functioning of Cloud Storage:



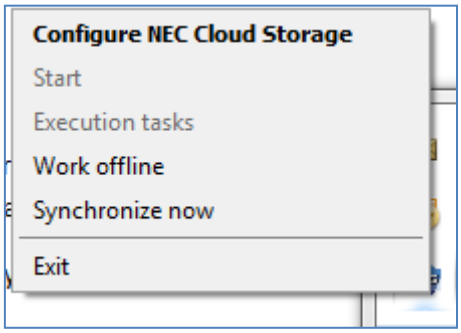
If you then open Windows Explorer and check your PC drives, you'll find two new units, Personal Storage (Z:) and Group Storage (Y:); corresponding to your new virtual storage. You can access and use them as any other drive in your PC.



3.3 Configuration of PC application

Once logged in, at anytime, you can access NEC Cloud Storage PC application by clicking on the icon you'll find in the taskbar notification area.

If you right click on the icon you will find the following options



- Configure NEC Cloud Storage: It will open again login application
- Start/Stop: Allows you to start and stop PC application

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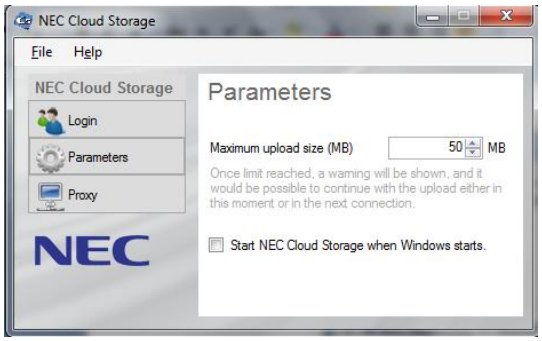
- Execution tasks: Show a list of running tasks
- Work offline/online: It disconnects/connects Cloud Storage from the Cloud
- Synchronize now: it forces a synchronization with the Cloud

When clicking "Configure NEC Cloud Storage", PC application will be opened showing the following configuration alternatives:

- Login: Connect or exit PC application
- Remember my login when application starts
- Parameters:
  - Maximum upload size
  - Start NEC Cloud Storage when Windows starts.



- Proxy:
  - User Internet Explorer proxy configuration (Recommended)
  - Configure proxy manually.

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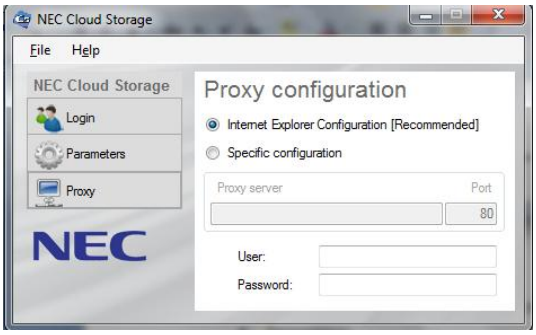
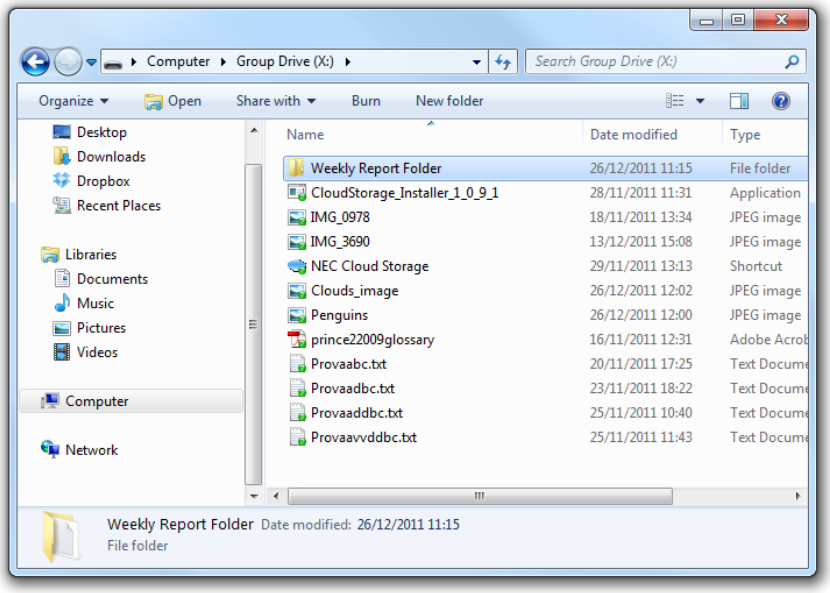


3.4 File / Folder Upload and Creation

NEC Cloud Storage PC application creates two new drives in your PC. The first one is called Personal Storage (Z:), dedicated to your personal information, and the second one is Group Storage (Y:), where you will have files and folders shared among your company.

To create a folder in any of those virtual drives you just need to open the drive and create a folder on it as you'll do it in any other Windows folder.



To copy one file or folder into Cloud Storage drives, you just need to do the same as if you were working with any other Windows folder. Once copied, in case is a file, it will be saved with a blue mark in its icon, which turns green when the file is synchronized with the Cloud. How long it requires for synchronizing depends on size of files.

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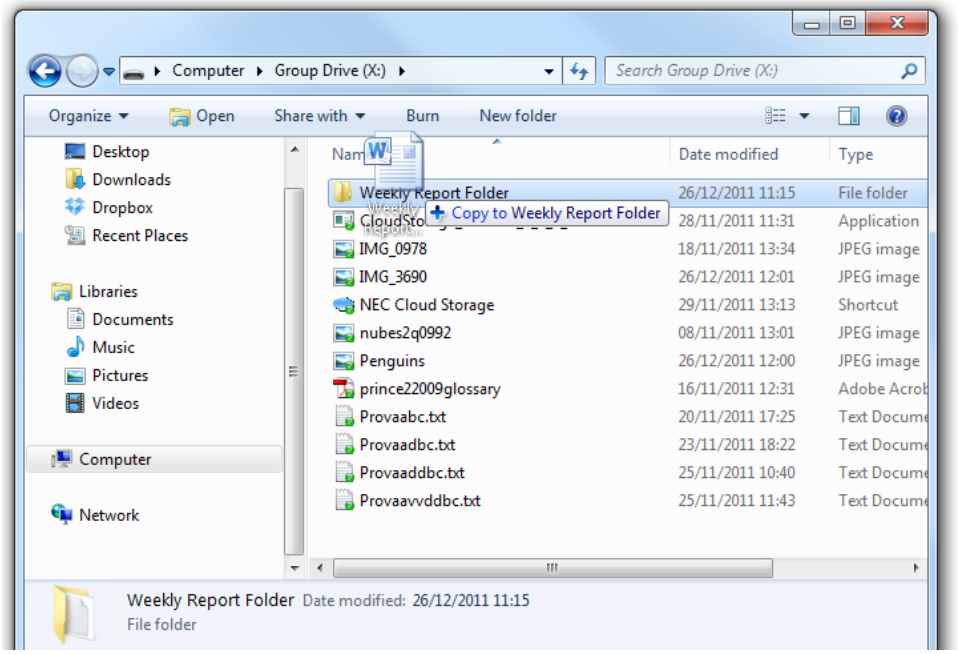

3.5 Icons meaning

Any file on Cloud Storage drives is created with specific icons that explain the status of each file in terms of synchronization and accessibility. There are 4 types of marks:

- Green

Files with this mark are stored on the local cache of your PC and already synchronized to the storage in the Cloud

- Yellow

Files with this mark have been synchronized to the Cloud, but not kept on local cache, therefore cannot be accessed when off-line. To change this state, just double click on the file to open it and the file will be downloaded to local cache, turning yellow marks into green ones.

- Blue

Files with this mark are copied on Cloud Storage folders on local PC, and pending to be synchronized to the Cloud. Once a user connects to the Internet, files are synchronized to the cloud and the mark turns to green.

- Red

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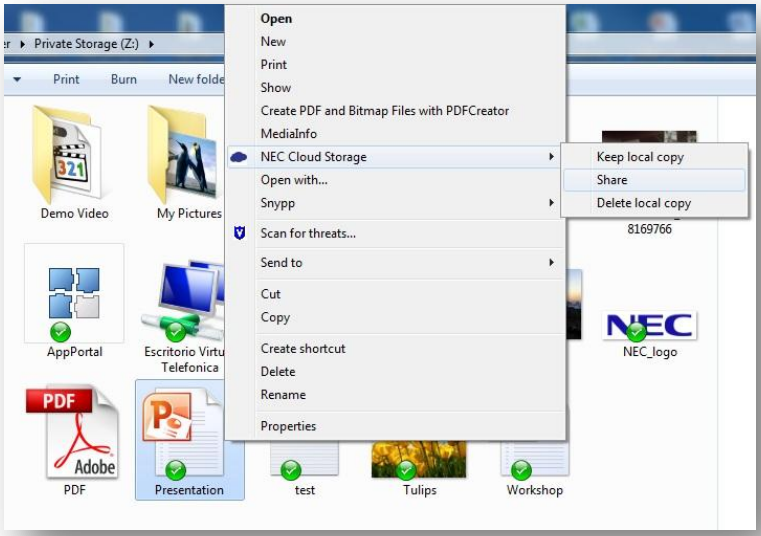
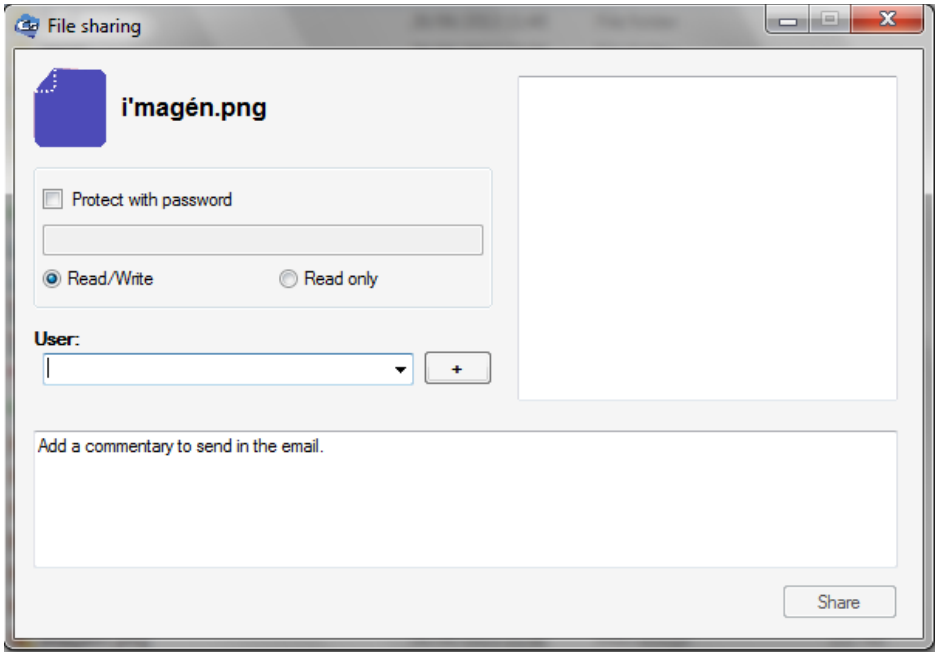
Files with this mark have been synchronized to the Cloud, but not kept on local cache. When a user is off-line, this red mark shows that file is not available to use.

3.6 File Sharing

From the PC application you'll be able to share files with either other NEC Cloud Storage subscribers or non-subscribers.

To share a file just right click on a file, select "NEC Cloud Storage" option and then click on "Share"





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On the share menu, firstly you select permissions. You can share a file with Read/Write or Read Only rights, and set a password to protect it.

Secondary you select the users with whom you want to share the file.

- You can share a file with existing subscribers of Cloud Storage.
- You can share a file with non-subscribers of Cloud Storage by entering their email addresses.

If information in the fields is not correct because either the user does not exist or email addresses have invalid formats, an error message will be shown.

Once you have fulfilled all the fields, you just click “Share” and file will be sent.

A file can be shared with more than one user at once by introducing in the list as many users as needed.

For Cloud Storage subscribers, a file shared is stored on the folder named “Shared with me”, and it does not consume quote of the subscriber. It consumes the quote of the user who shared the file originally. If the file is shared with external users, a link is sent via email to those users.

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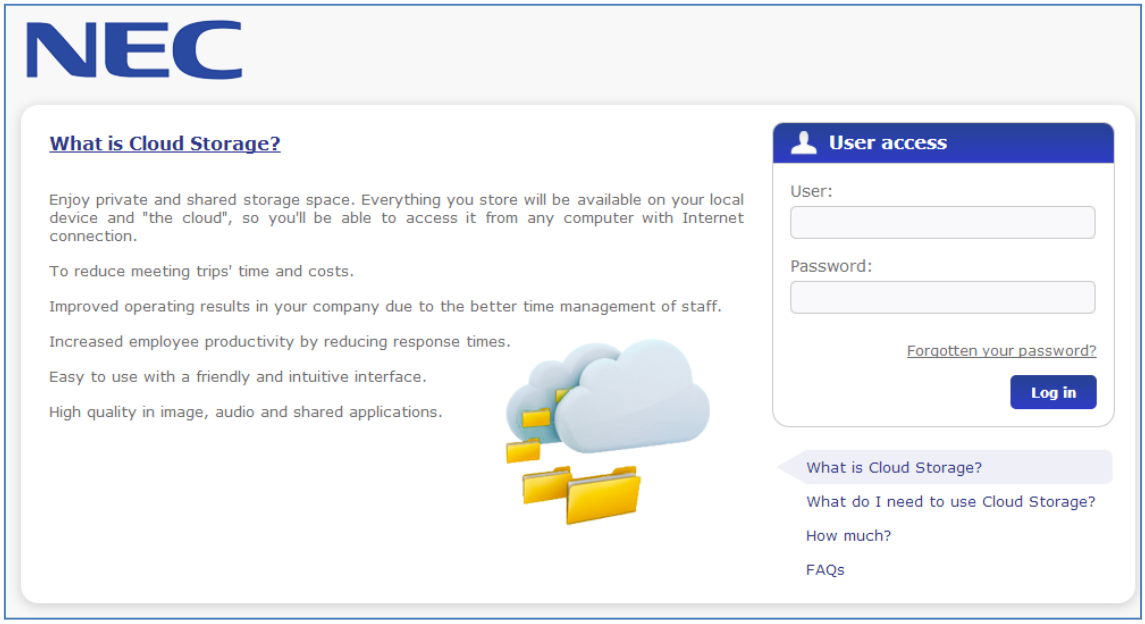
4 WEB APPLICATION

4.1 Access

To access NEC Cloud Storage Web application, just enter the following link in your Web browser:

http://www.neccloudstorage.com

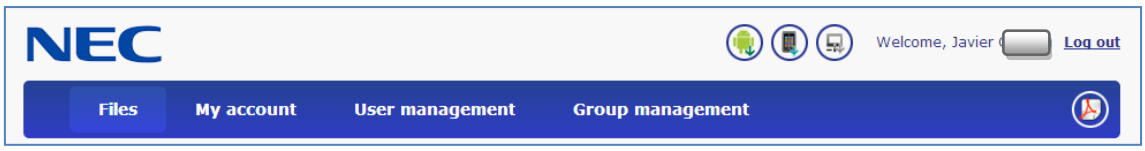

What is Cloud Storage?
Enjoy private and shared storage space. Everything you store will be available on your local device and "the cloud", so you'll be able to access it from any computer with Internet connection.
To reduce meeting trips' time and costs.
Improved operating results in your company due to the better time management of staff.
Increased employee productivity by reducing response times.
Easy to use with a friendly and intuitive interface.
High quality in image, audio and shared applications.
User access
User:
Password:
Forgotten your password?
Log in
What is Cloud Storage?
What do I need to use Cloud Storage?
How much?
FAQs

You will need to enter your credential (username and password) provided by the administrator of your organization and click “Log in”

In case you forgot those, you can use “Forgotten my password?” link, enter you email address and an email will be sent to you reminding you them.

4.2 Main Menu

NEC Cloud Storage Web application main menu offers multiple alternatives, among them are: the possibility to download PC application (clicking on computer icon), direct link to Android and iOS applications (clicking on Android and iPhone icons) and download the user manual (clicking on pdf document on the right side of the blue menu)



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The meaning and objective of each option in the menu are described herein:

- Files

It's the home page, where you can browse your personal and group folders and files. Files and folders are accessible and can be shared with other people from this menu.

- My account

This menu includes all data related to your account: Email, phone, quote, etc. You can modify basic information and password. If you are the administrator of your company you will also be able to manage your disk size or quota, even unsubscribing from the service. You'll also have the history of all your transactions in the application.

- User management (Only for Administrator users)

In this section, an administrator can view a list of users belonging to his company. Status and basic user profile can be managed here. New users and its quota can also be managed from here.

- Group management (Only for Administrator users)

On this page, an administrator can manage the amount of shared folder capacity for his group and view transaction history of all users.

4.3 Files Menu

The main part of this page is the central part where you will view and manage all your files, folders and sharing.

On the upper part you will also find a graphic with your total amount of personal quota and the one already in use.

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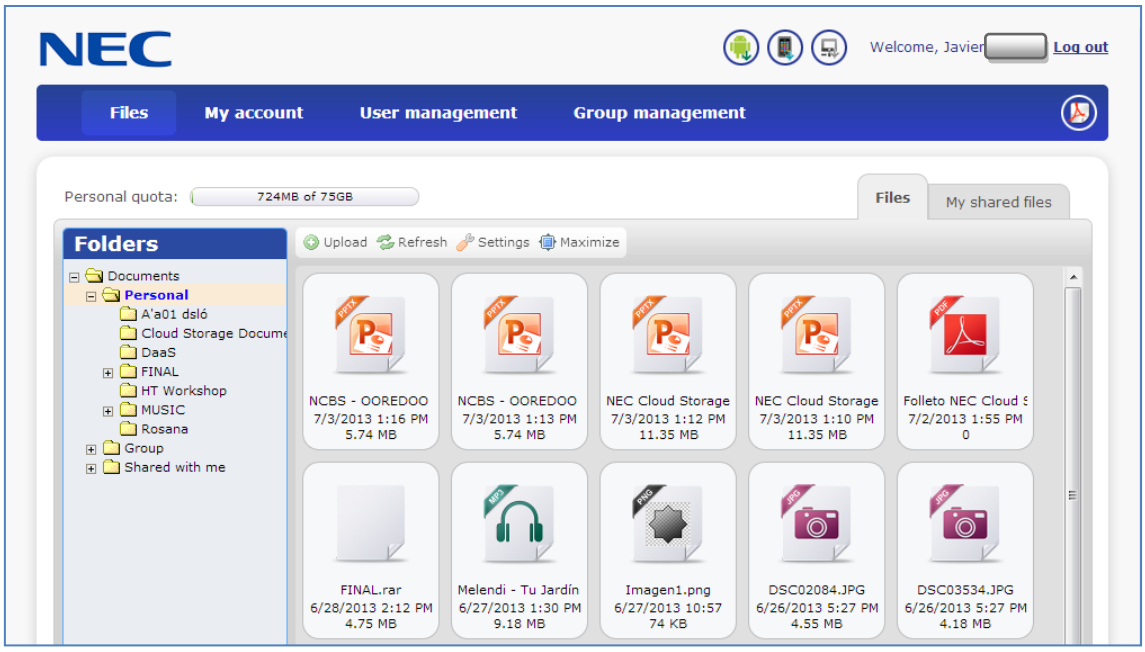

Files menu is divided in 2 tabs:

- **Files**

On this tab, you can browse your personal and group folders and also all files and folders that were shared with you. You can download, upload, delete, review, move, copy and share files and folder from here.

- **My shared files**

In this section, you will find all files and folder you have shared with other people. All shared files can be managed from here, checking information or modifying it, if desired. It's possible to share with other NEC Cloud Storage user inside and outside your company and also with people outside Cloud Storage through their emails.

4.3.1 Files submenu

On this tab, you can operate almost everything regarding your data.

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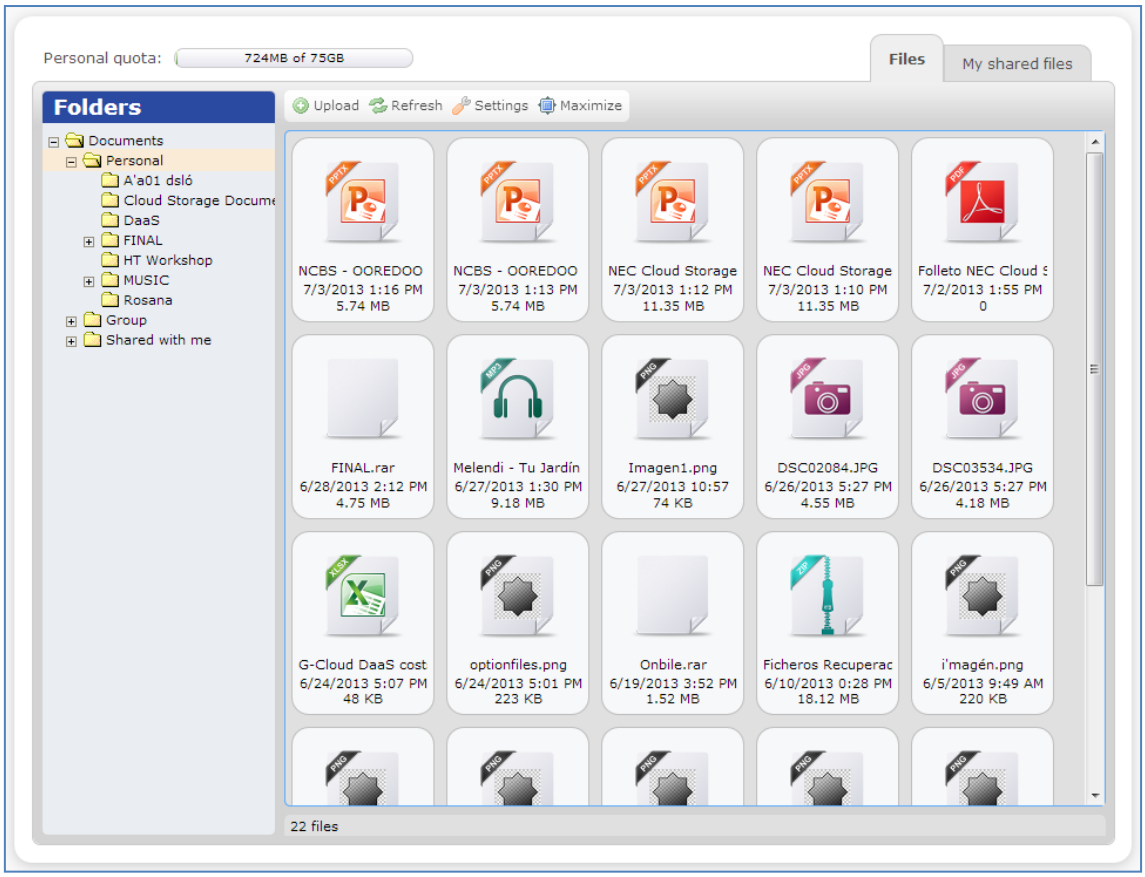
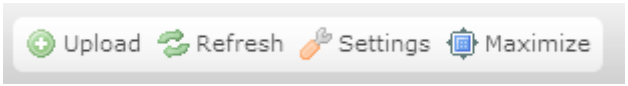


The page has the following sections.

- **Options Panel.**

The menu shown in below image allows you to do the following.



- Upload

  Upload one or multiple files to NEC Cloud Storage Web application. It's also possible to do a Drag and Drop one or multiple files from the PC to the central panel, where all files appear.

  When uploading one or multiple files, in the screen appears all information regarding that uploading: Total number of files uploaded, total size of those files, total uploaded percentage, total size uploaded, files names, file size, individual uploaded percentage, etc.

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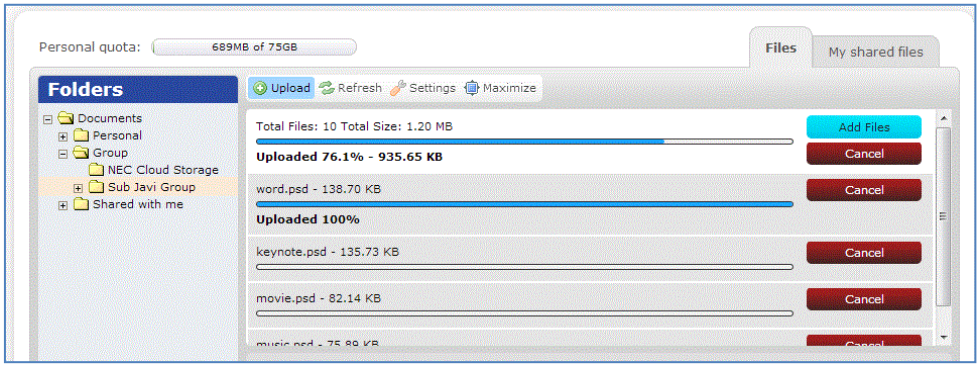
It's possible at any moment to add files to the current upload by drag and drop or clicking "Add Files" button. You can also cancel individual or total upload using "Cancel" button.



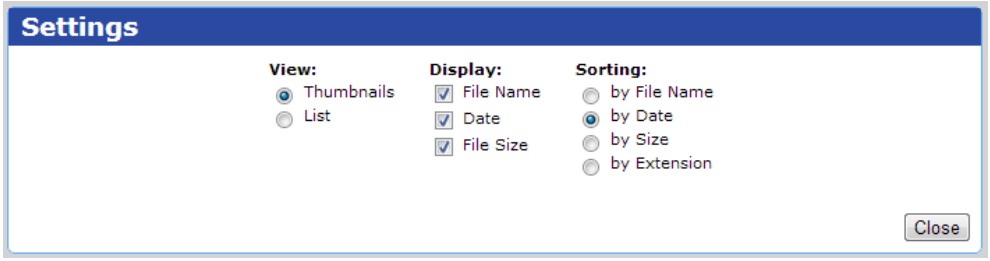
- Refresh

  It updates the central panel.

- Settings

  It allows you to configure how files are displayed.

  You can sort files by file name, date, size and extension. It's also possible to display for each file just its name or also the date when it was uploaded or modified and its size.
  Files can be seen as a list or with thumbnails



- Maximize/Minimize

  It shows in full screen the central panel and returns it back to original size

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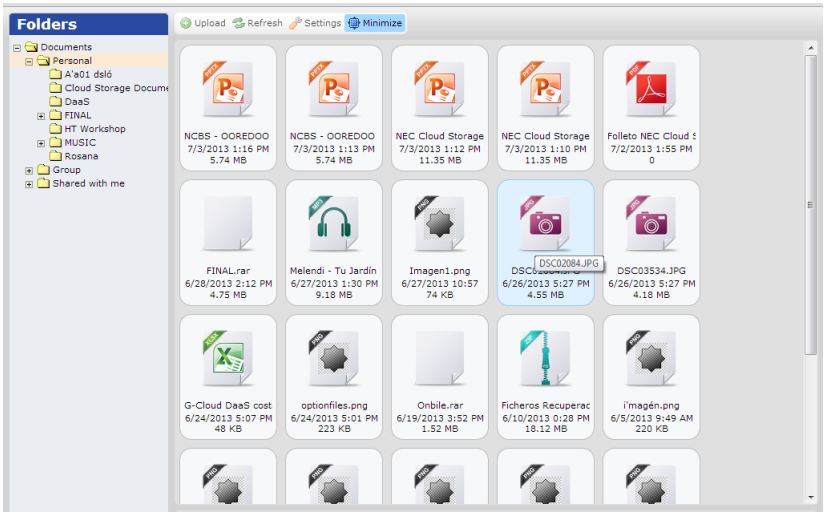
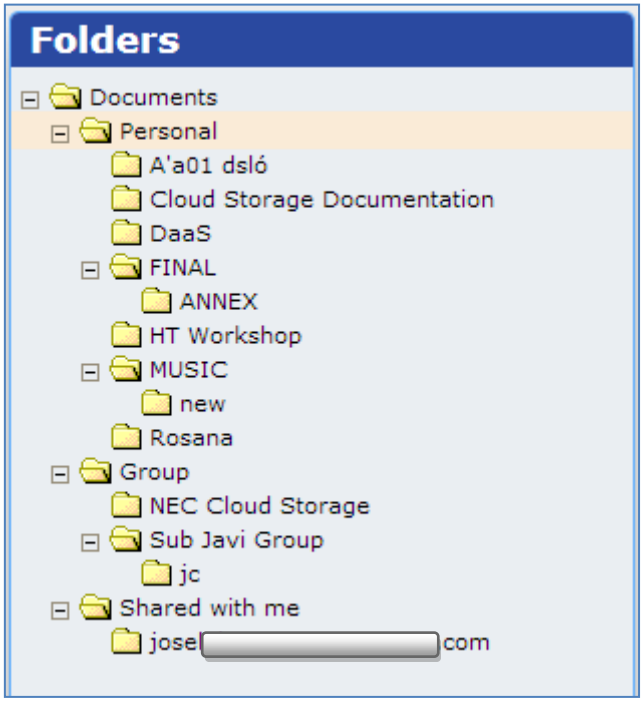


- **Folders panel**

On the left side of the page, the structure of folders is displayed. As in any other NEC Cloud Storage application there are three main folders: Personal, Group and Shared with me.



When you select a folder to operate or view files within it, that folder is marked with a pink line.

Herein is described which are the options that each folder offers when you right click in them:

- Documents folder:
  - Share: You'll share all your files and folders under it.

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- Personal folder:
  - Share: You'll share all files and folders under it.
  - New subfolder: Create a folder under Personal one

- Group folder:
  - Share: You'll share all files and folders under it.
  - New subfolder: Create a folder under Personal one

- Subfolders under Personal folder or Group folder:
  - Share: You'll share all your files and folders under it
  - New subfolder: Create a folder under the one you are selecting
  - Rename: Change folder name. The folder name cannot contain any of the following characters: \ / : * ? " < > |
    Folder name cannot end in dot (.)
  - Delete: When you delete a folder this cannot be restore, please be sure before deleting.

- 'Shared with me' folder:
  - Share: You'll share all files and folders under it.

- Subfolders under 'Shared with me' folder:
  - Share: You'll share all your files and folders under it
  - New subfolder: Create a folder under the one you are selecting
  - Rename: Change folder name. The folder name cannot contain any of the following characters: \ / : * ? " < > |
    Folder name cannot end in dot (.)
  - Delete: When you delete a folder this cannot be restore, please be sure before deleting.

- **Central panel**

In the central panel you'll find all the files inside the folder you have selected in the folders panel.

Depending on what you've configured in the options panel your files will be displayed in different ways (list, thumbnails, with size, with date...).

When you right click on a file you will find the following options:

- Download: It downloads the file to your device
- Share: You'll be able to share the file. Sharing options are described further on.
- Rename: Change file name. The folder name cannot contain any of the following characters: \ / : * ? " < > |
  File name cannot end in dot (.)

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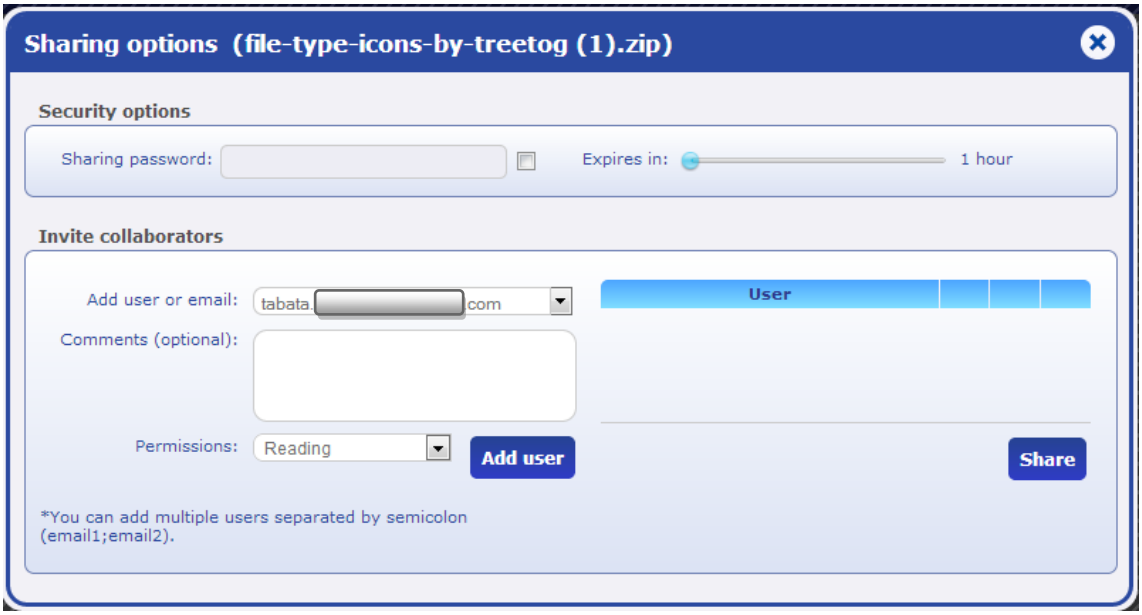
- Delete: When you delete a file this can be restored from “Transaction list” option in “My account” tab.

If you drag and drop any file to the central panel, that file will be uploaded automatically.

To move or copy any file to a different folder you just need to drag and drop it from the Central panel to the corresponding folder in the folders panel.

4.3.1.1 Sharing

To share a file or folder you just need to right click on it, select “Share” option, and then the following window will be opened:



A file or folder can be shared with more than one user at once, and also several times establishing different permissions and/or passwords.

When you share a file or folder for the first time you will be able to configure a password to protect it and expiration time in the “Security options” box. The password can be viewed at any moment and can also be sent to the user with whom you are sharing, going to “My Shared files” tab.

When you share a file or folder that has been shared before, instead of the “Security options” box, you’ll find a “Shared with these users” box, where you’ll be able to:

- Check which permission did you assign to each user ( )
- Check what observations or comments you added to the sharing ( )
- Stop sharing with a specific user ( ). If there is only one user, you won’t be able to stop sharing with him within this box, you’ll have to go to “My Shared files” and delete the sharing from there.

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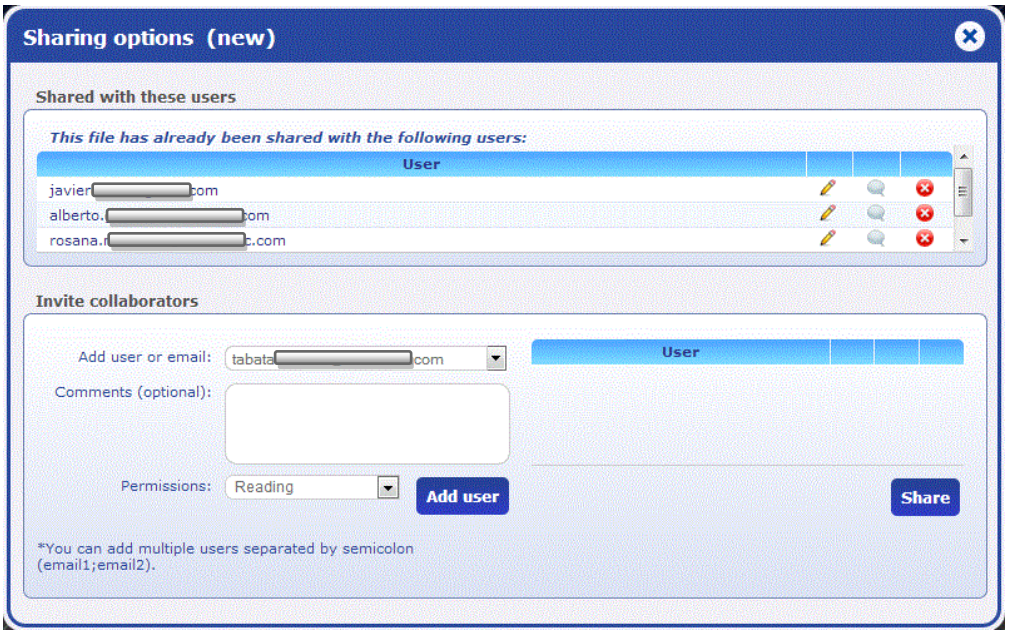

After setting the security options you'll be able to add as many users as you want to the sharing in the "Invite collaborators" box.

You can add the following user to the sharing:

- Users from your organization will appear in the list of "Add user or email" field. You can select them all with "All group members" option.
- Users outside your organization will be added in "Add user or email" field using their emails. If you want to add more than one, you just need to separate emails by semicolons.

To add a user just click on "Add user" button.

For each specific user or for a list of user you can configure:

- Comments: Write your observations or comments on "Comments (optional)" field.
- Permissions: You can configure the following rights:
    - Reading: users will only be able to see and download the file/folder
    - Writing: users will have rights to see, download, rename and delete the file folder. In case you are sharing a file, the receiver will be able to upload a new file with the same name to replace the one you shared. In case you are sharing a folder, the receiver will be able to upload new files to the folder.

Before ending sharing you will be able to recheck what you have configured:

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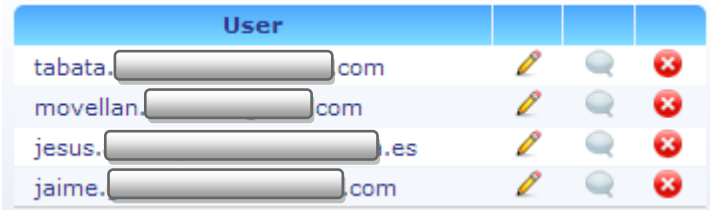


- Check which permission did you assign to each user ( )
- Check what observations or comments you added to the sharing ( )
- Stop sharing with a specific user ( ).

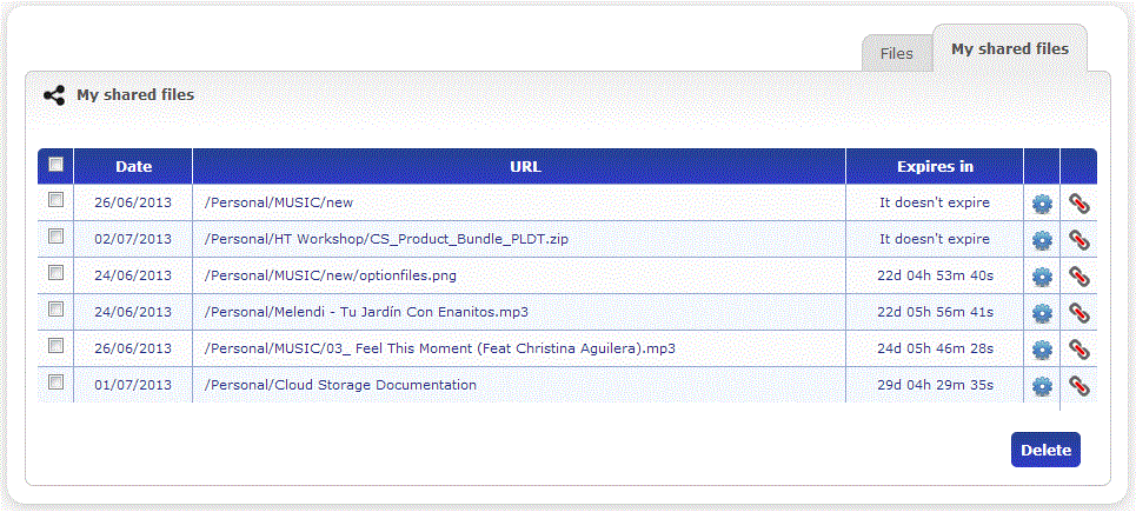
Once all the fields are fulfilled, the button 'Share' has to be clicked to make the sharing effective.

In the case of adding users that have NEC Cloud Storage, those could access shared files in the folder 'Shared with me'.

If the file is shared with users that don't have NEC Cloud Storage service, once the file is shared, a link is sent via email.

4.3.2 My Shared files submenu

Going to "My Shared files" tab you'll manage all the files and folder you have already shared.


Files
My shared files
My shared files
Date
URL
Expires in
26/06/2013 /Personal/MUSIC/new It doesn't expire
02/07/2013 /Personal/HT Workshop/CS_Product_Bundle_PLDT.zip It doesn't expire
24/06/2013 /Personal/MUSIC/new/optionfiles.png 22d 04h 53m 40s
24/06/2013 /Personal/Melendi - Tu Jardín Con Enanitos.mp3 22d 05h 56m 41s
26/06/2013 /Personal/MUSIC/03_ Feel This Moment (Feat Christina Aguilera).mp3 24d 05h 46m 28s
01/07/2013 /Personal/Cloud Storage Documentation 29d 04h 29m 35s
Delete

Shared elements are ordered by the time remaining to its expiration.

If you want to delete one or more elements, just click on the check box at the left side of them and click "Delete".

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You can obtain a URL to share directly the file or folder by clicking the icon . The following window will appear

If you click on “Copy to clipboard” you will have the link in your clipboard (just need to paste it later).

Depending on the permissions you want to give the receiver you can get the “Link with Reading permissions” or “Link with Writing permissions”.

If you want to edit a sharing, you just have to click on and the following window will be displayed:

In this properties box, you will be able to see with whom you have already shared the file or folder and manage that sharing:

- Check the password you set to the sharing (only in case there is a password)
- Send the receiver an email reminding the password (only in case there is a password)
- Stop sharing with a specific user.

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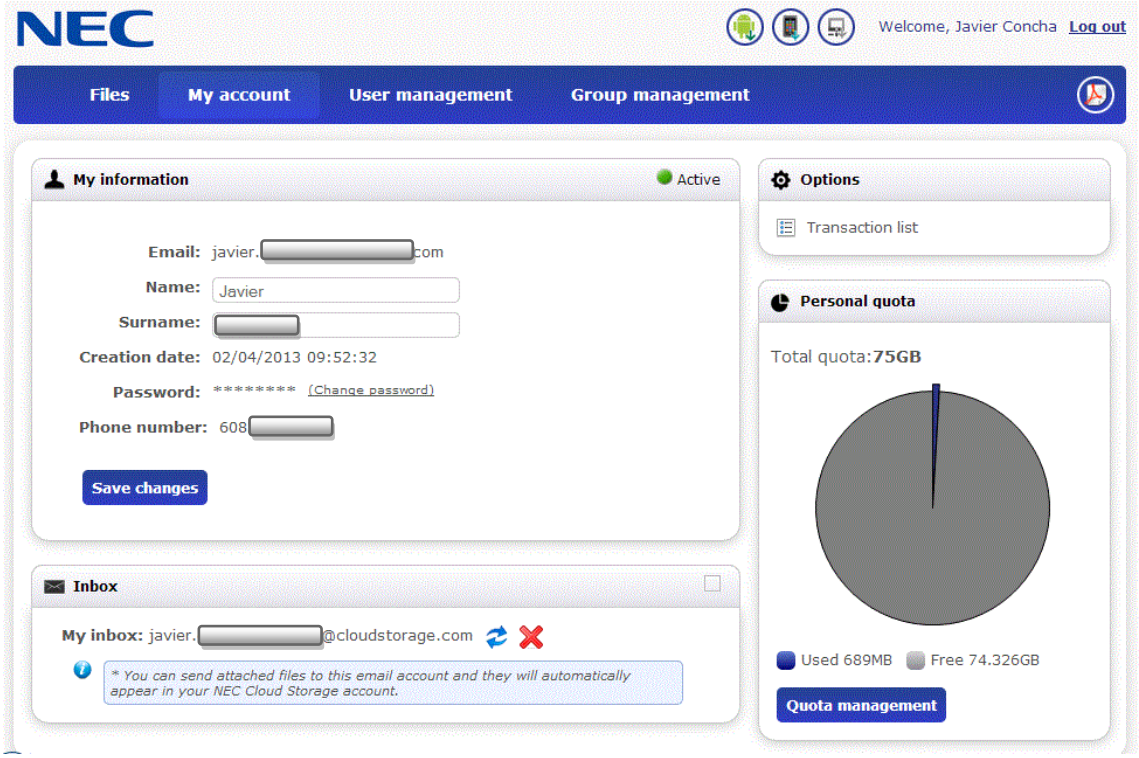
4.4 My account

From 'My account' tab, you can check your account information, change access password and manage your quota (only for administrators). You can also access the transaction list.



4.4.1 My profile

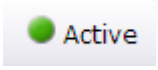
When accessing 'My account' the following information is displayed:

- Email
- Name
- Surname
- Creation date
- Password
- Phone number

The field "Email" corresponds to the username for login.

Only the fields "Name" and "Surname" are editable. In order to modify them, the desired values should be introduced and button 'Save changes' should be clicked.

You can check you status on "My information" box

- 

This means your account is active

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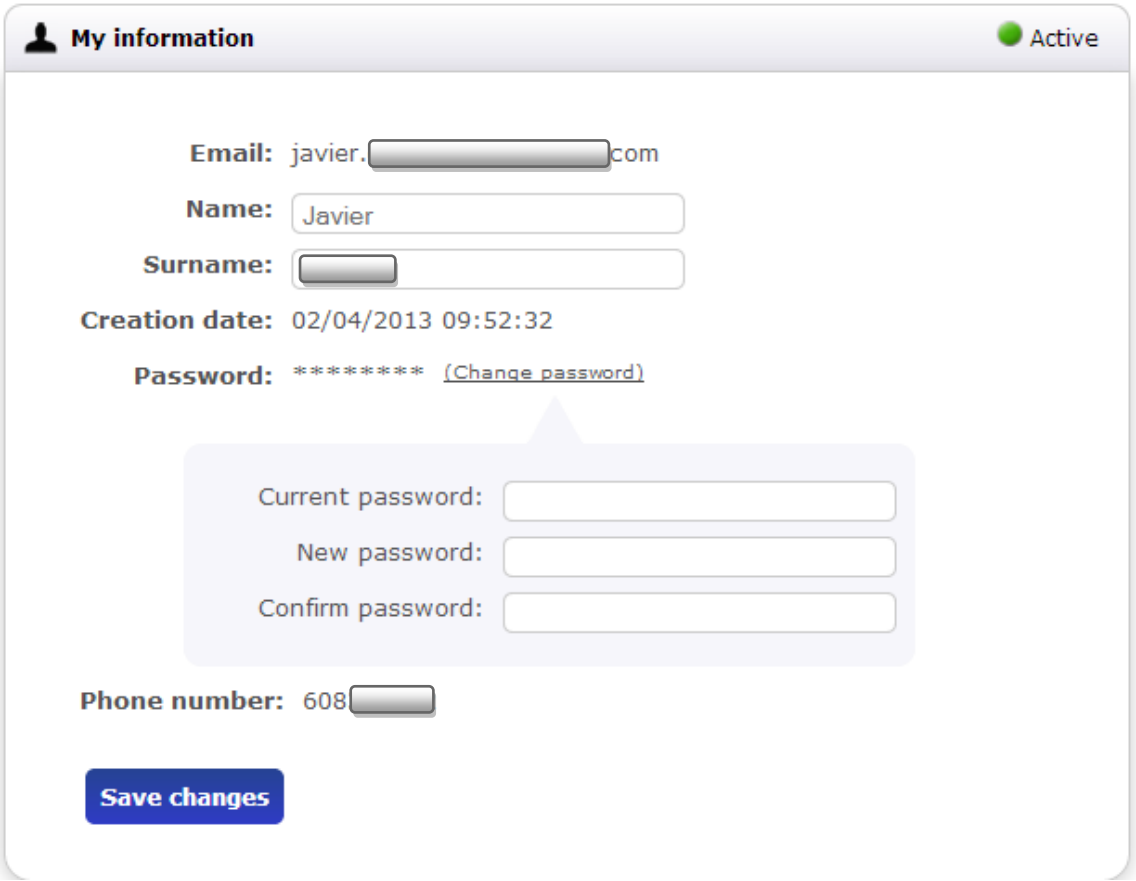
- Inactive This means your account is not active and you will be able only to download files.

4.4.1.1 Change password

The password is also modifiable from 'My account' screen. I order to do so, click on 'Change password' and introduce the current password and the new password twice.



Then click on 'Save changes' to update the password. This new password will be used from now on, on all applications: PC, Webpage and mobile devices.

4.4.2 Transaction list

In the left side of the screen an "Options" box shows a link to access the user transaction list.

If the transaction list is accessed a new screen will appear with the following information:

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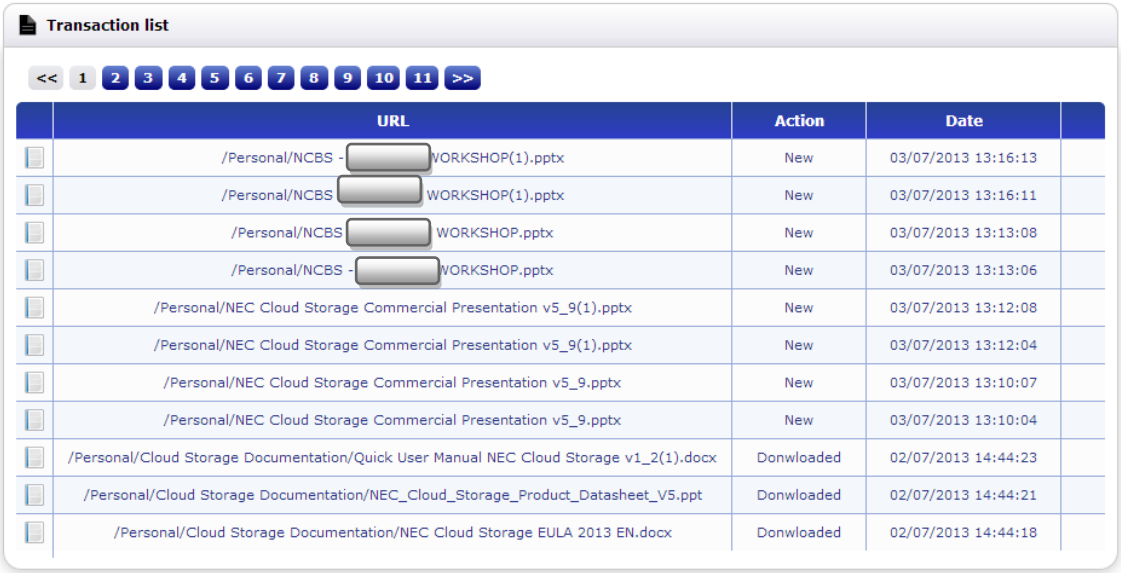
Transaction list
<< 1 2 3 4 5 6 7 8 9 10 11 >>
URL
Action
Date
/Personal/NCBS - [redacted]WORKSHOP(1).pptx New 03/07/2013 13:16:13
/Personal/NCBS [redacted] WORKSHOP(1).pptx New 03/07/2013 13:16:11
/Personal/NCBS [redacted] WORKSHOP.pptx New 03/07/2013 13:13:08
/Personal/NCBS - [redacted]WORKSHOP.pptx New 03/07/2013 13:13:06
/Personal/NEC Cloud Storage Commercial Presentation v5_9(1).pptx New 03/07/2013 13:12:08
/Personal/NEC Cloud Storage Commercial Presentation v5_9(1).pptx New 03/07/2013 13:12:04
/Personal/NEC Cloud Storage Commercial Presentation v5_9.pptx New 03/07/2013 13:10:07
/Personal/NEC Cloud Storage Commercial Presentation v5_9.pptx New 03/07/2013 13:10:04
/Personal/Cloud Storage Documentation/Quick User Manual NEC Cloud Storage v1_2(1).docx Donwloaded 02/07/2013 14:44:23
/Personal/Cloud Storage Documentation/NEC_Cloud_Storage_Product_Datasheet_V5.ppt Donwloaded 02/07/2013 14:44:21
/Personal/Cloud Storage Documentation/NEC Cloud Storage EULA 2013 EN.docx Donwloaded 02/07/2013 14:44:18

- Icon: indentifies if the item involved in the action is a file ( ) or a folder ( )
- URL of the file or folder which was involved in the action
- Action:
  - New: new file uploaded
  - Deleted: file deleted.
  - Shared: file shared
  - Downloaded: file downloaded
  - Moved: file moved from one folder to another
  - Name Changed: file renamed
- Date: date when the action was accomplished
- Restore: In case the action is “Deleted” and we are talking about a file, it will be possible to restore the file by clicking on restore icon ( )

4.4.3 Cloud Storage email account

As user of NEC Cloud Storage you have the possibility the create a free email account inside Cloud Storage that will allow you to upload files to your “Personal” folder, just by attaching them to an email and sending that email to this Cloud Storage account.

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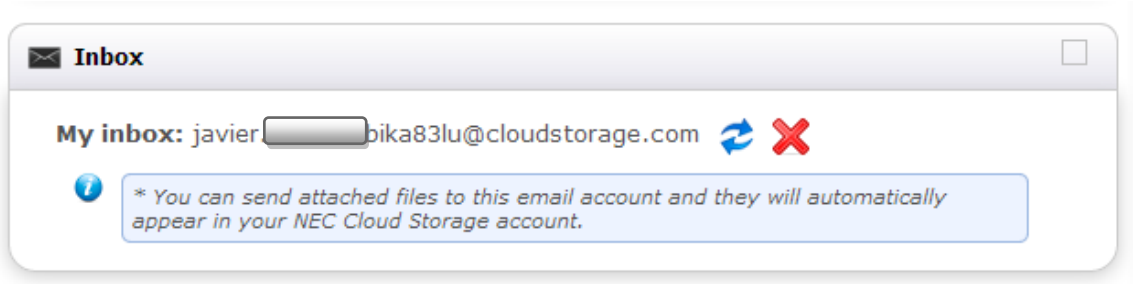
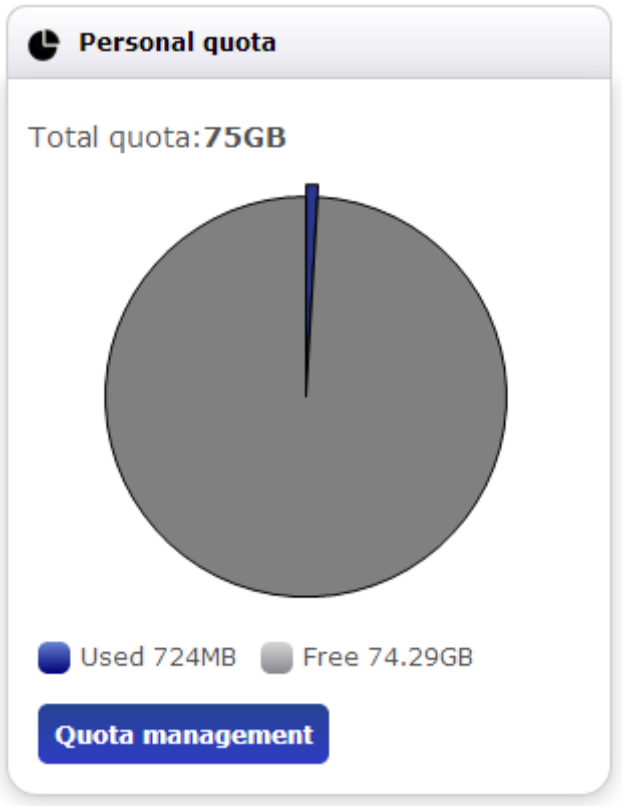

Inbox
My inbox: javier bika83lu@cloudstorage.com
* You can send attached files to this email account and they will automatically appear in your NEC Cloud Storage account.

Cloud Storage email account is created automatically and at any moment you can:

- Delete your account
- Create a new account: It changes the account name

4.4.4 Personal quota management (Only for administrators)

In the right side panel of 'My account', the information about quota management is displayed numerically and graphically. Purchased quota is displayed, detailing the used amount and the still available amount.



Clicking on 'Quota management' we will access the purchase process for new quota, having also the capability to reduce quota.

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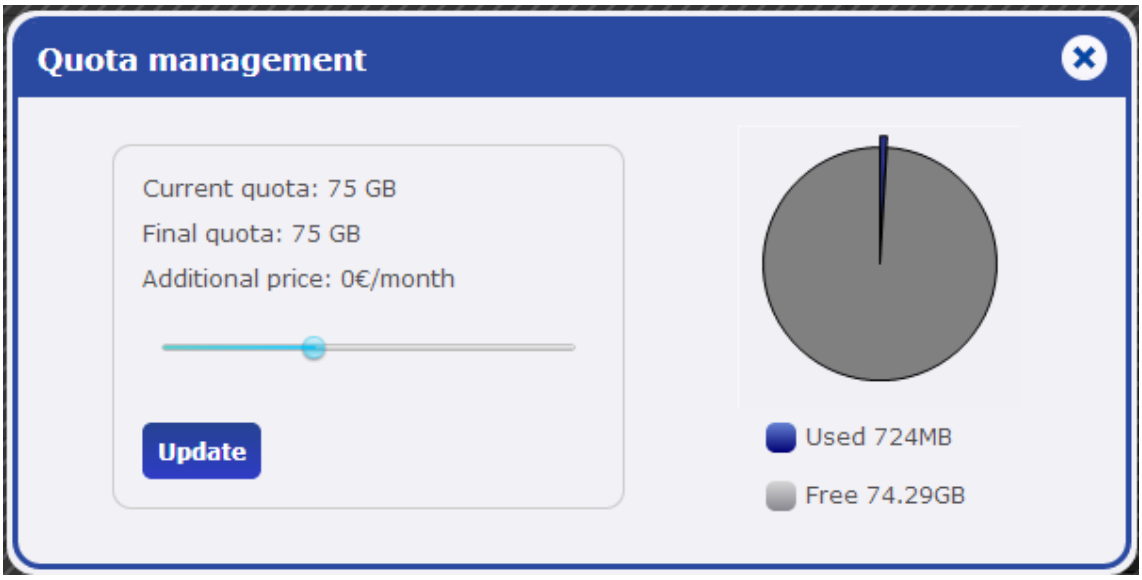
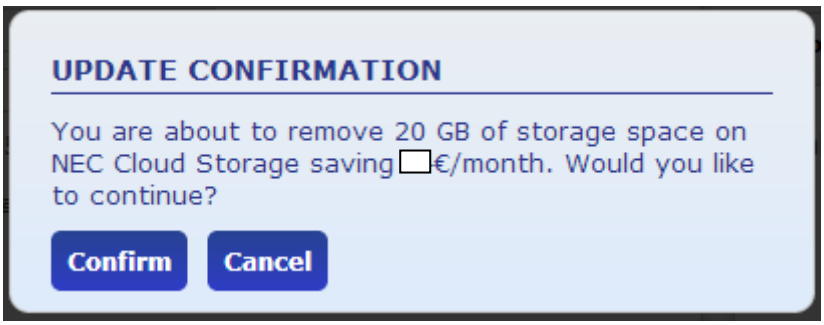


Again, we can see displayed the current quota (used and free).

Moving the blue bar we will be able to increase or reduce our quota as wanted. When done we'll just need to click "Update" button and a confirmation windows will appear prompting to confirm or cancel the action.


UPDATE CONFIRMATION
You are about to remove 20 GB of storage space on NEC Cloud Storage saving €/month. Would you like to continue?
Confirm
Cancel

Once the action in performed, the previous screen will be displayed where the updated quota can be checked.

4.5 User Management (Only for Administrators)

User management is performed by the administrator. From this label, the following options are available:

- Users list: Chek users state and quota
- Creat user: Create new user within the organization

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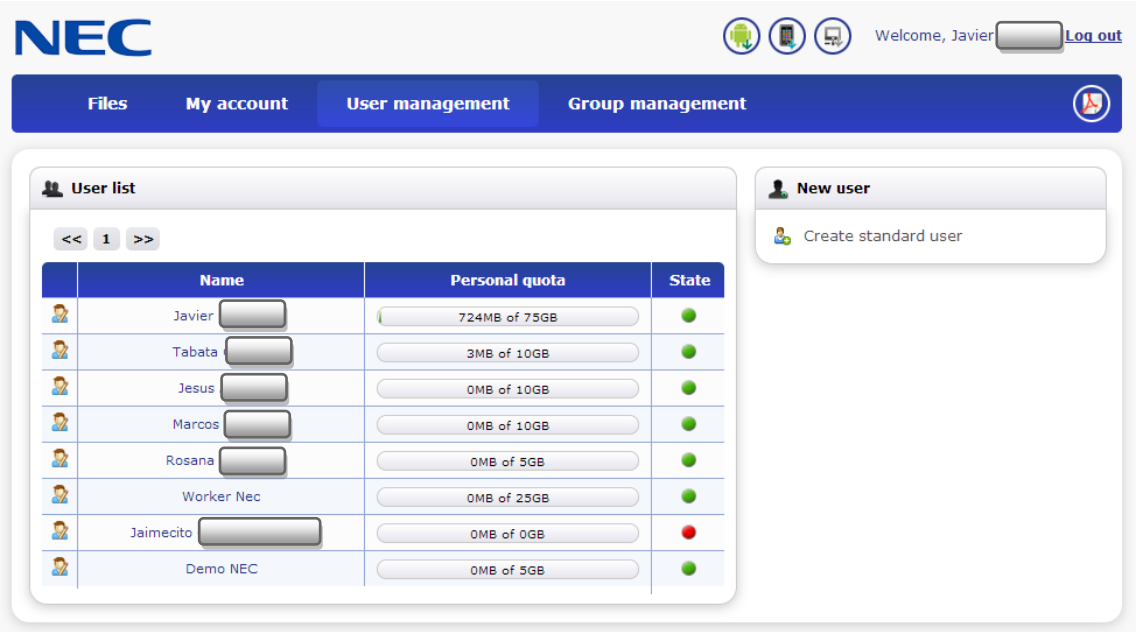


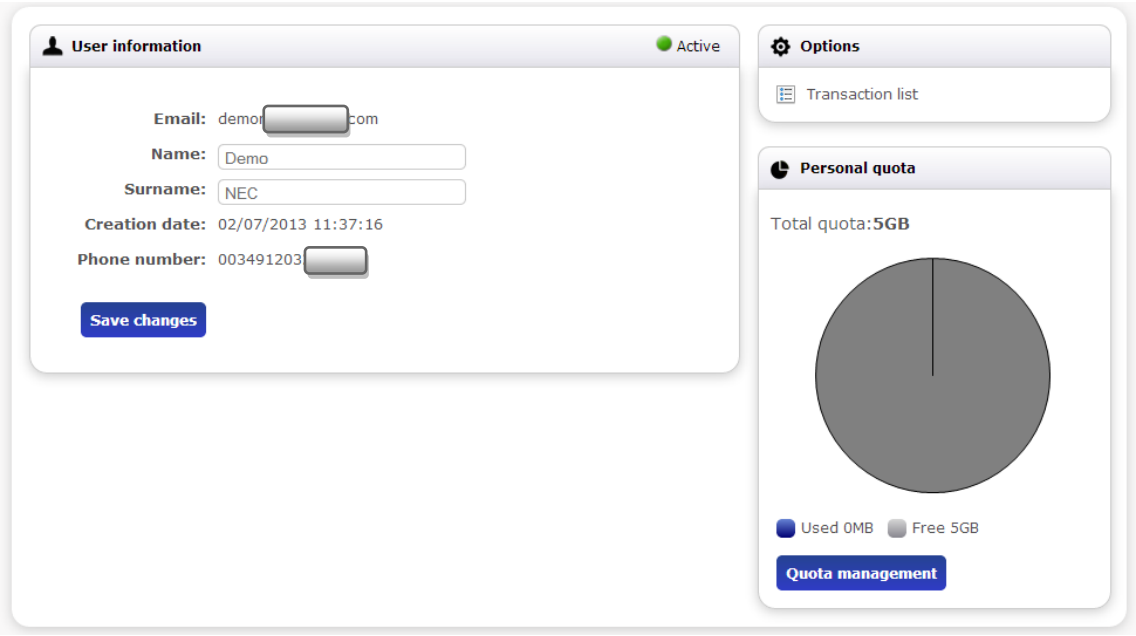
4.5.1 Edit users

Once the administrator access the 'User Management' section, a user list will appear including all the users in the organization.

The name and surname of the users are listed, as well as a bar indicating the percentage of quota available for each user.

Each user status can also be checked in the list. If a user is active "State" column will show a green round, if not it will show a red one.

To edit a specific user, just click on the icon at the left side of it ( ), then the following screen will be displayed:



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4.5.1.1 User information

In “User information” both the following data is displayed:

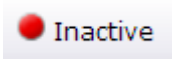
- Email
- Name
- Surname
- Creation date
- Phone number

The field “Email” corresponds to the username use to login.

Only the fields “Name” and “Surname” are editable. In order to modify them, the desired values should be introduced and button ‘Save changes’ should be clicked.

You can check you status on “My information” box

-

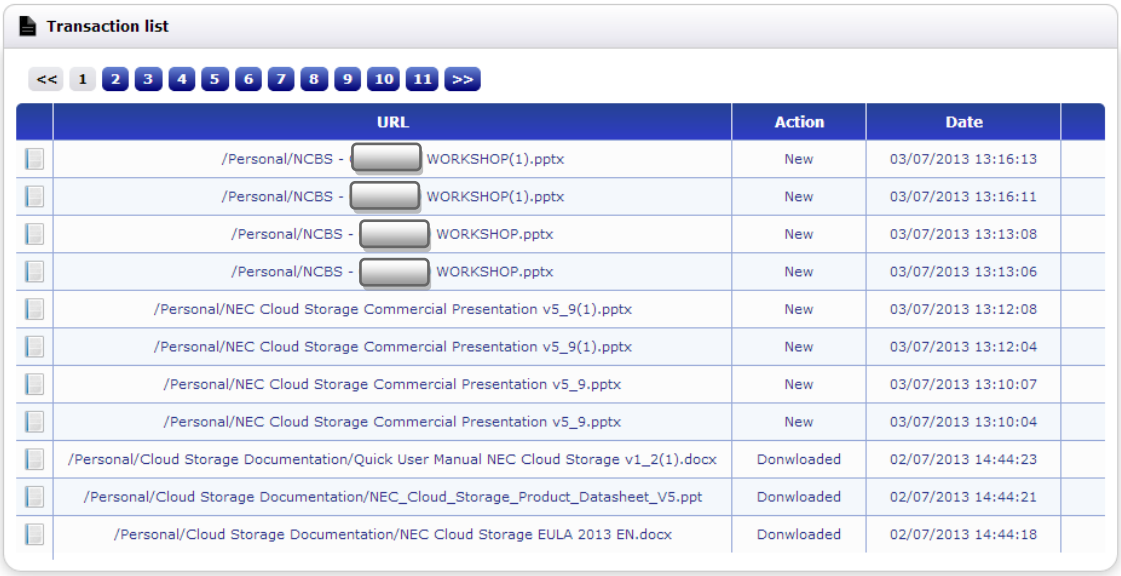
This means the user is active
- 

This means the user is not active and you will be able only to download files.

4.5.1.2 Transaction list

In the left side of the screen an “Options” box shows a link to access the user transaction list.

If the transaction list is accessed a new screen will appear with the following information:



- Icon: indentifies if the item involved in the action is a file ( ) or a folder ( )

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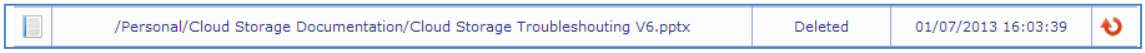
- URL of the file or folder which was involved in the action

- Action:
  - New: new file uploaded
  - Deleted: file deleted.
  - Shared: file shared
  - Downloaded: file downloaded
  - Moved: file moved from one folder to another
  - Name Changed: file renamed

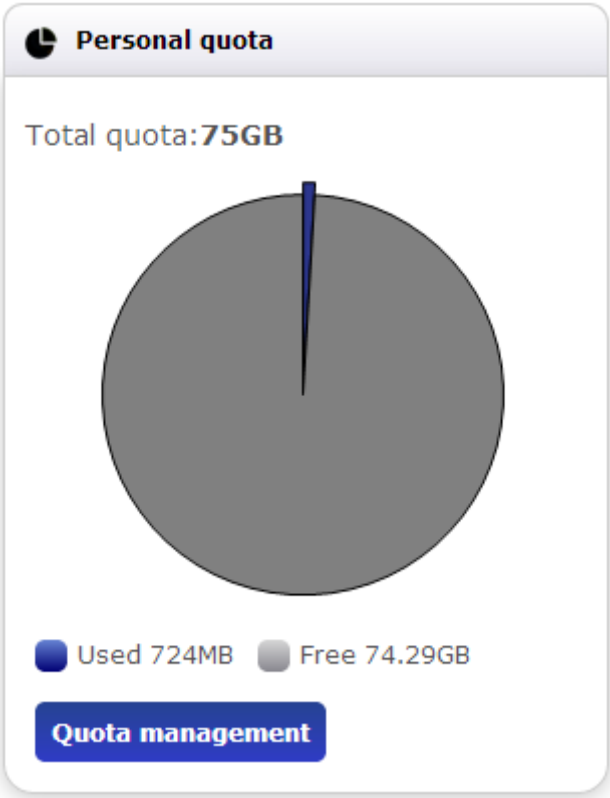
- Date: date when the action was accomplished

- Restore: In case the action is “Deleted” and we are talking about a file, it will be possible to restore the file by clicking on restore icon ( )



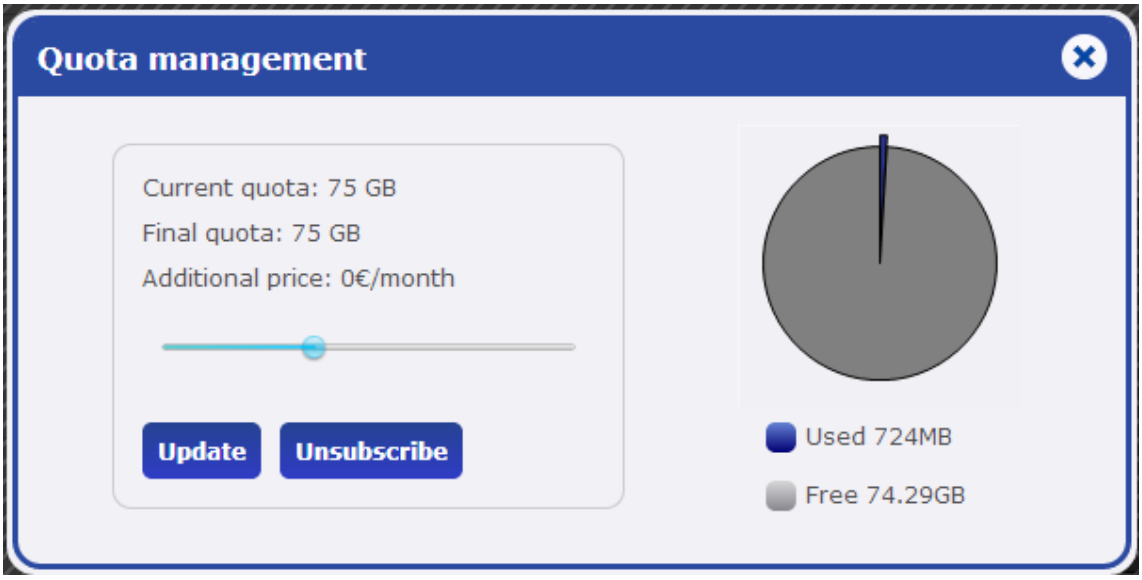
4.5.1.3 User quota management

In the right side panel the information about user’s quota is displayed numerically and graphically.



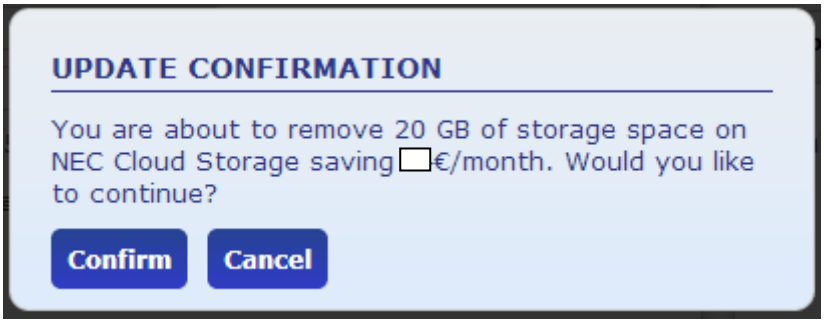
Copyright © 2013 NEC Corporation

Clicking on 'Quota management' we will access the purchase process for new quota, having also the capability to reduce quota.



Again, we can see displayed the current quota (used and free).

Moving the blue bar we will be able to increase or reduce our quota as wanted. When done we'll just need to click "Update" button and a confirmation windows will appear prompting to confirm or cancel the action.


UPDATE CONFIRMATION
You are about to remove 20 GB of storage space on NEC Cloud Storage saving €/month. Would you like to continue?
Confirm
Cancel

Once the action in performed, the previous screen will be displayed where the updated quota can be checked.

4.5.1.4 Delete User

In the same "Quota management" tab, you have also the right to delete a user.

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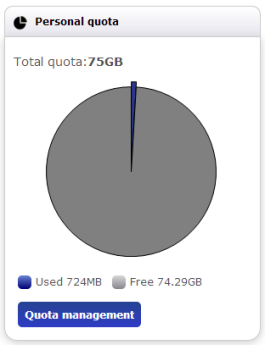
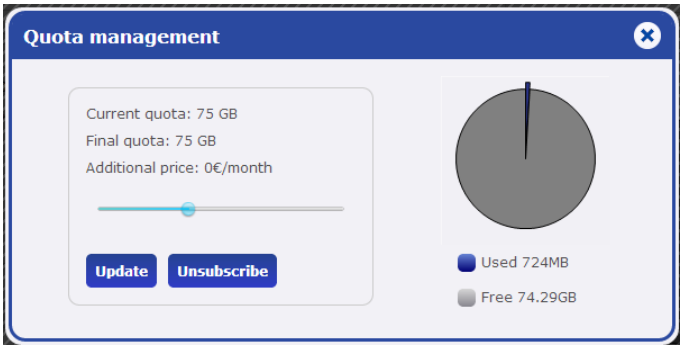
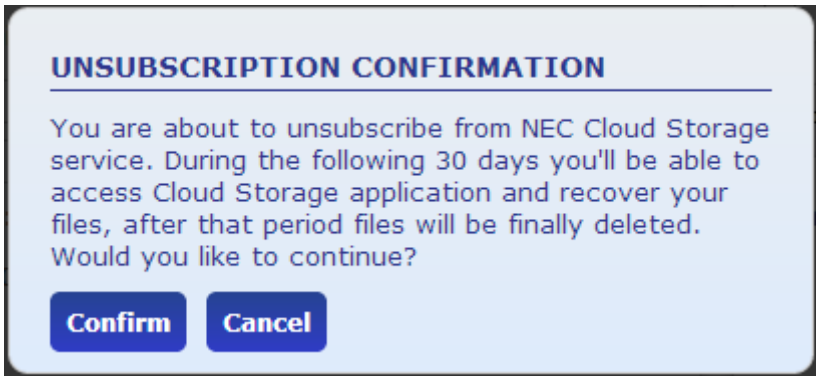




To perform the action, just click in “Unsubscribe” button and confirm unsubscription in the following window.


UNSUBSCRIPTION CONFIRMATION
You are about to unsubscribe from NEC Cloud Storage service. During the following 30 days you'll be able to access Cloud Storage application and recover your files, after that period files will be finally deleted. Would you like to continue?
Confirm
Cancel

Once deleted, the user would no longer be able to use the service. If new quota is purchased during the next 30 days, the user account will be then reactivated.

During those 30 days, user will be able to access the service and download files, but he will not have the right to upload new information, as his quota is set to zero. Once the 30 days have passed the user will be deleted from the system and he will no longer have access to his Cloud Storage account in any device (PC, Web and mobile devices).

If the administrator doesn’t want a user to have those 30 days to access the service, he/she can delete if definitely by clicking on “Delete user” in the User Information box:

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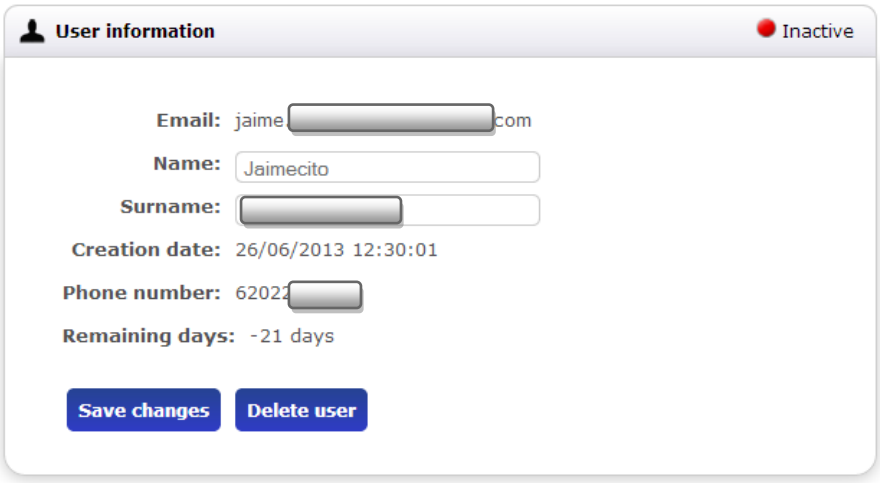
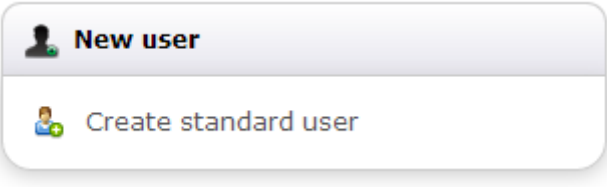
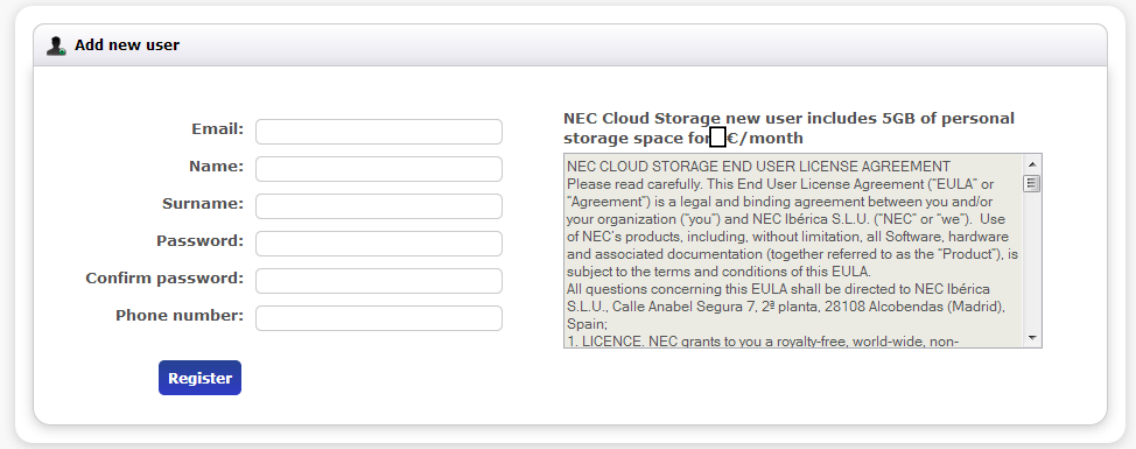


4.5.2 Create new user

If you want to add new users to NEC Cloud Storage, you will have to click on “Create standard user” inside “New user” box.



The following form will appear when clicked:


Add new user
Email:
Name:
Surname:
Password:
Confirm password:
Phone number:
Register
NEC Cloud Storage new user includes 5GB of personal storage space for €/month
NEC CLOUD STORAGE END USER LICENSE AGREEMENT
Please read carefully. This End User License Agreement ("EULA" or "Agreement") is a legal and binding agreement between you and/or your organization ("you") and NEC Ibérica S.L.U. ("NEC" or "we"). Use of NEC's products, including, without limitation, all Software, hardware and associated documentation (together referred to as the "Product"), is subject to the terms and conditions of this EULA.
All questions concerning this EULA shall be directed to NEC Ibérica S.L.U., Calle Anabel Segura 7, 2ª planta, 28108 Alcobendas (Madrid), Spain;
1. LICENCE. NEC grants to you a royalty-free, world-wide, non-

The following fields are required to create a new user:

- Email
- Name
- Surname
- Password / Confirm password: It has to be entered twice

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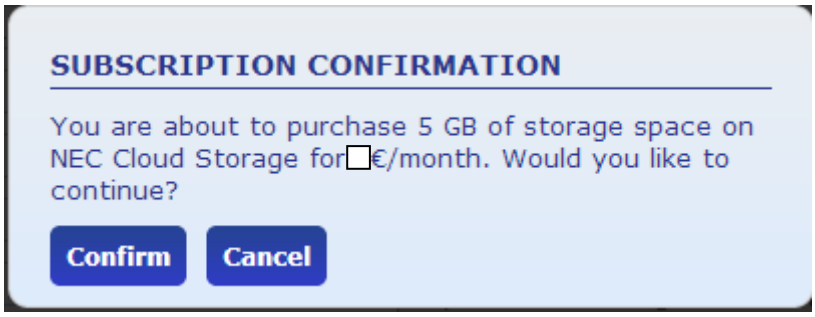
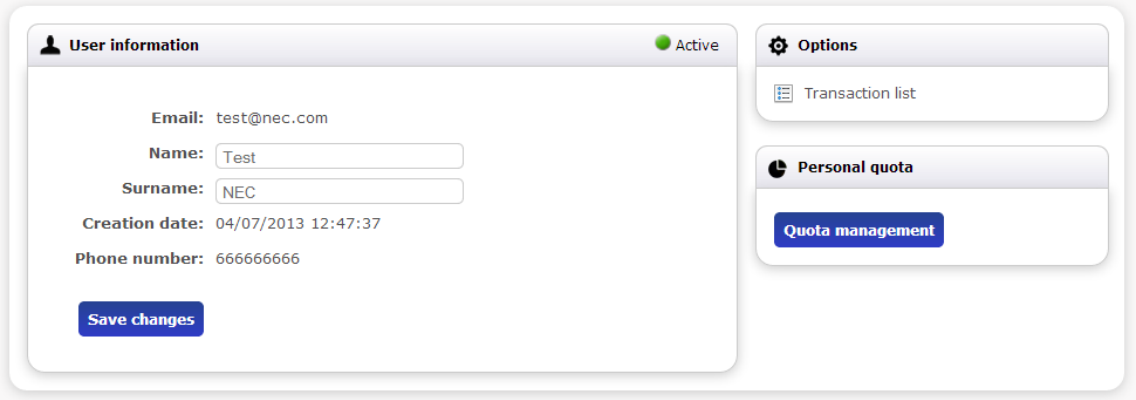
- Phone Number

Once clicked on 'Register', you will have to confirm the creation.


SUBSCRIPTION CONFIRMATION
You are about to purchase 5 GB of storage space on NEC Cloud Storage for €/month. Would you like to continue?
Confirm
Cancel

When done, user will be finally created.



4.6 Group Management (Only for Administrators)

From the Group Management label, if you are an administrator, you can perform the following actions:

- See all users transaction list in a consolidated view.
- See Group quota
- Manage Group quota

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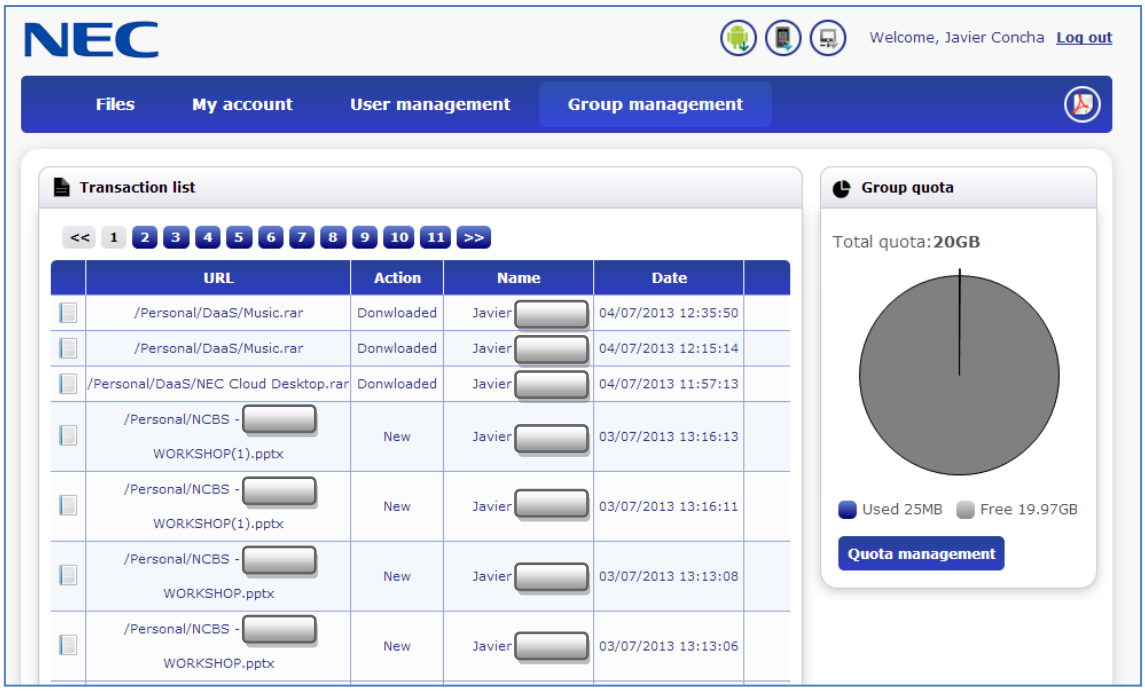

4.6.1 Group Transaction history

In this menu, administrators can check transaction history of all users.

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Transaction list

<< 1 2 3 4 5 6 7 8 9 10 11 >>

URL	Action	Name	Date
/Personal/DaaS/Music.rar	Donwloaded	Javier Concha	04/07/2013 12:35:50
/Personal/DaaS/Music.rar	Donwloaded	Javier Concha	04/07/2013 12:15:14
/Personal/DaaS/NEC Cloud Desktop.rar	Donwloaded	Javier Concha	04/07/2013 11:57:13
/Personal/NCBS - [redacted] WORKSHOP(1).pptx	New	Javier Concha	03/07/2013 13:16:13
/Personal/NCBS - [redacted] WORKSHOP(1).pptx	New	Javier Concha	03/07/2013 13:16:11
/Personal/NCBS - [redacted] WORKSHOP.pptx	New	Javier Concha	03/07/2013 13:13:08
/Personal/NCBS - [redacted] WORKSHOP.pptx	New	Javier Concha	03/07/2013 13:13:06
/Personal/NEC Cloud Storage Commercial Presentation v5_9(1).pptx	New	Javier Concha	03/07/2013 13:12:08
/Personal/NEC Cloud Storage Commercial Presentation v5_9(1).pptx	New	Javier Concha	03/07/2013 13:12:04

In the transaction list the following information can be found:

- Icon: indentifies if the item involved in the action is a file ( ) or a folder ( )
- URL of the file or folder which was involved in the action
- Action:
  - New: new file uploaded
  - Deleted: file deleted.
  - Shared: file shared
  - Downloaded: file downloaded
  - Moved: file moved from one folder to another
  - Name Changed: file renamed
- Name: The use who performed the action
- Date: date when the action was accomplished

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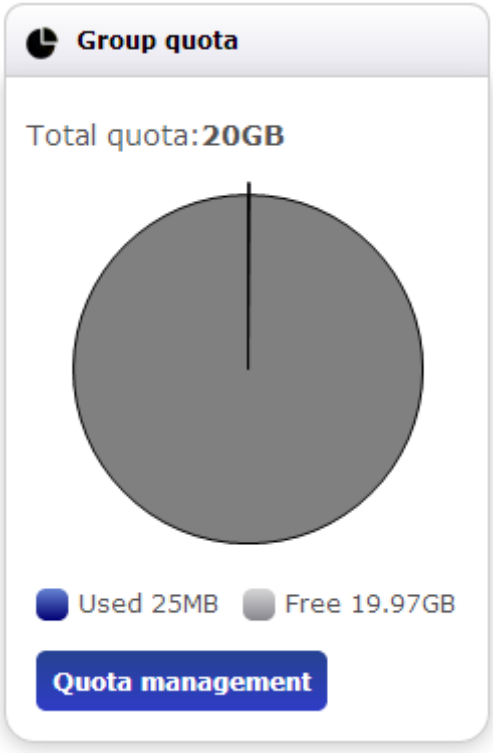
- Restore: In case the action is “Deleted” and we are talking about a file, it will be possible to restore the file by clicking on restore icon ( )

4.6.2 Group quota management

In the right side panel group quota is displayed numerically and graphically. Purchased quota is displayed, detailing the used amount and the still available amount.



Clicking on ‘Quota management’ we will access the purchase process for new quota, having also the capability to reduce quota.

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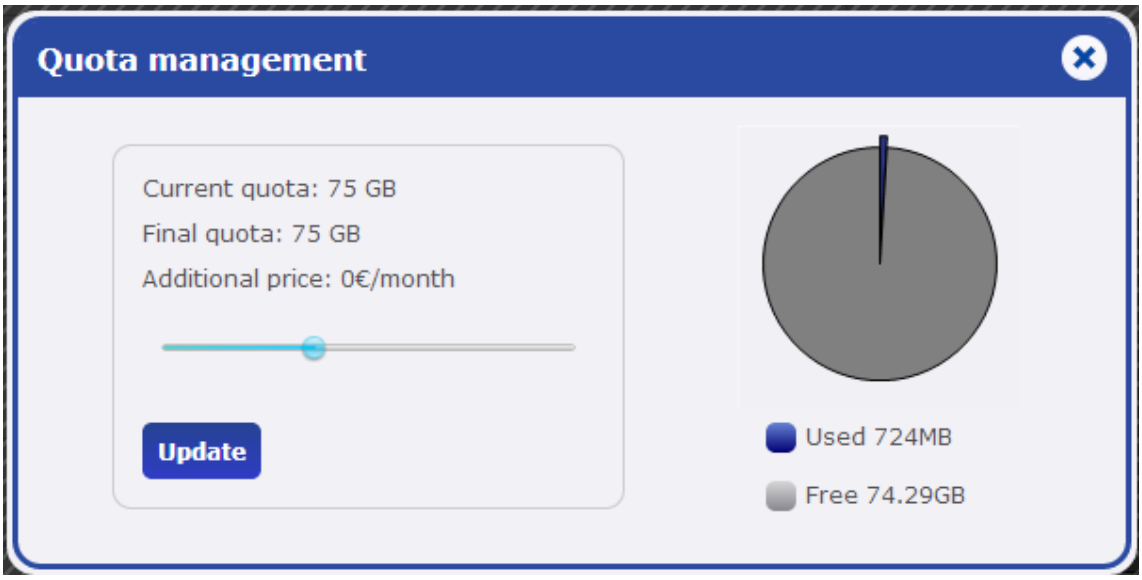
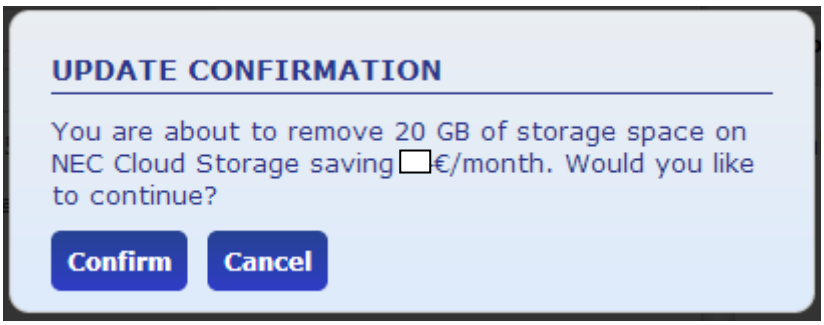


Again, we can see displayed the current quota (used and free).

Moving the blue bar we will be able to increase or reduce our quota as wanted. When done we'll just need to click "Update" button and a confirmation windows will appear prompting to confirm or cancel the action.


UPDATE CONFIRMATION
You are about to remove 20 GB of storage space on NEC Cloud Storage saving €/month. Would you like to continue?
Confirm
Cancel

Once the action in performed, the previous screen will be displayed where the updated quota can be checked.

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5 iOS APPLICATION

This chapter describes the functionality of NEC Cloud Storage for Apple Mobile Devices: iPhone and iPad.

5.1 Download and installation

NEC Cloud Storage iOS application is free and can be downloaded from Apple Store:

5.2 Log in

To access NEC Cloud Storage iOS application you will need to use the same credential that you have for the Web application or the PC application.

You will need to enter your credential (username and password) provided by the administrator of your organization and click “Login”

In case you forgot those, you can use “Forgotten my password?” link, enter you email address and an email will be sent to you reminding you them.

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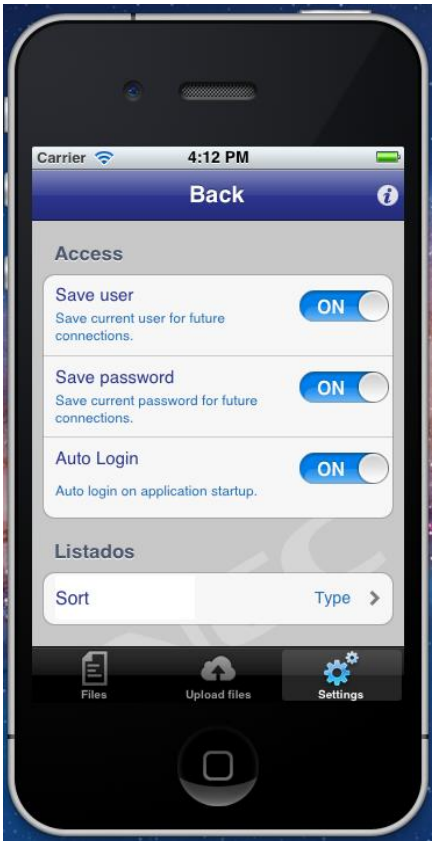
5.3 Configuration

Going to “Settings” tab you will be able to configure your preferences for NEC Cloud Storage iOS application:



- Save user: Save your username for future connections
- Save password: Save your password for future connections
- Auto Login: Login automatically when applications starts
- Sort: How files are displayed (by name, type or size)

5.4 Files and Folders management

Going to “Files” tab you will be able to access and manage your files and folders.

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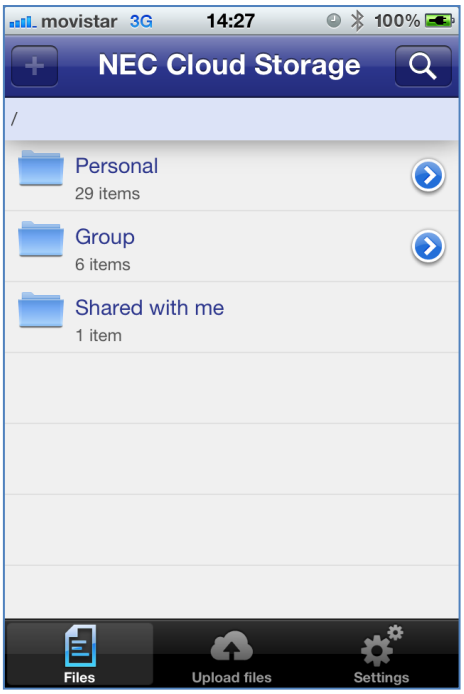
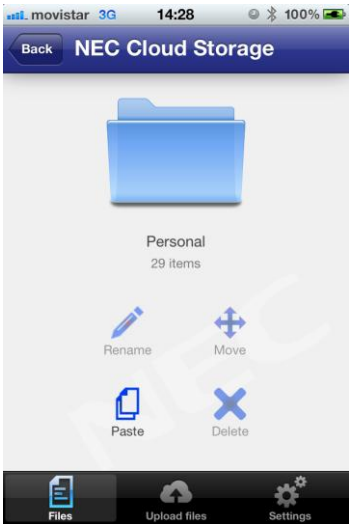


In the initial screen there are several alternatives to be done with the three root folders (Personal, Group and Shared with me):

- You can search within the application using the magnifying glass icon.
- To update files and folders, just drag down the screen.
- You have a summary of total number of items of each folder (Personal, Group and Shared with me)
- Clicking on you will be presented with folder options (only highlighted options are available)



- Clicking on a folder you will access its content

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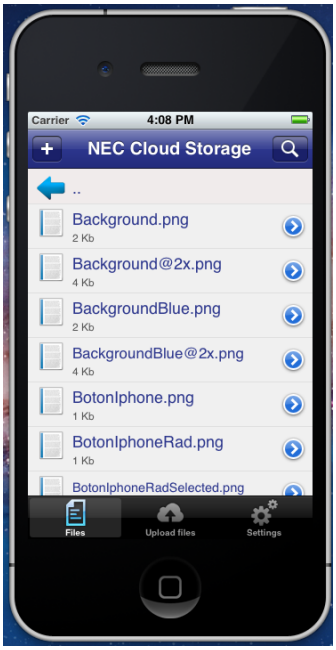
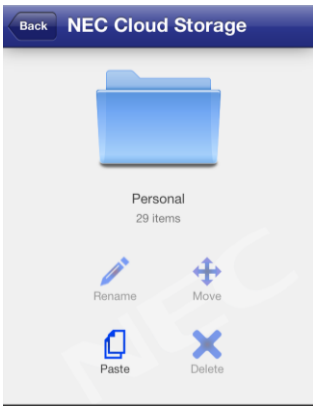
When accessing a folder under the root ones (Personal, Group and Shared with me), you will be presented with your list of files and folders



- Clicking on you will be presented with files or folders options (only highlighted options are available)



  - Download: If you have an application in your device that can open the extension of the file you are downloading that will be automatically opened
  - Rename: It allows you to change file/folder name.
  - Share: It allows sharing a file with people inside or outside your organization.
  - Move: It copies the file to the clipboard, and then you will have to go a folder and select option “Paste”.
  - Paste: When you have copied a file to the clipboard, with these options you’ll copy it in the folder.

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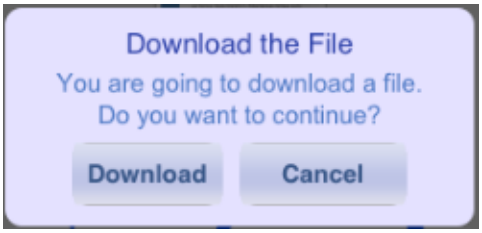
- Delete: If you confirm deleting, file or folder will be send to trash. From Web application you'll be able to recover the file in case needed (this option is not available for folders).

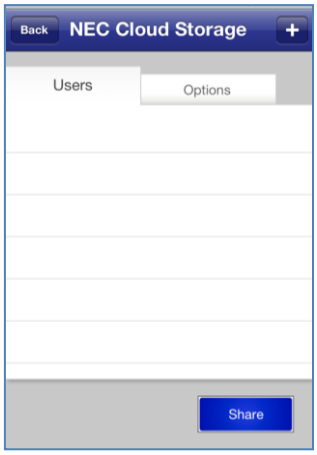
- Clicking on a folder you will access its content

- Clicking on a file you will be asked to download to your device. If you have an application in your device that can open the extension of the file you are downloading that will be automatically opened



5.4.1 Files sharing

When you click on "Share" option on any file the following screen appears:



Clicking on "+" icon, you will be able to select with which user you want to share the file: a group member (a list of your organization member will appear for you to select), an external user (a window to enter that user's email will be displayed), a phone contact (your contacts list will be shown for you to chose the one you want to share with).

Added users will be listed in "Users" tab.

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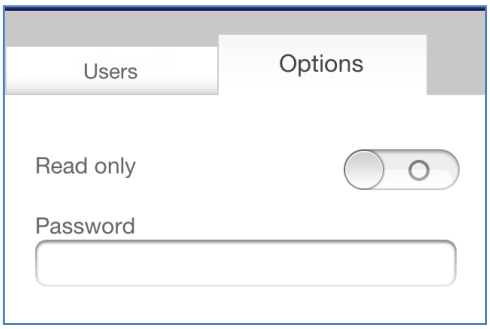
If you want to set a password for the sharing or change permission between read only and writing, you just need to go to “Options” tab and configure them.



Finally, you just have to click “Share” to complete sharing.

5.5 Upload Files

To upload a file you firstly have to select where you want to store it, to do so, just navigate in your “Files” tab to the folder you want, and when you are inside it select the button “Upload file” that appear in the bottom menu.

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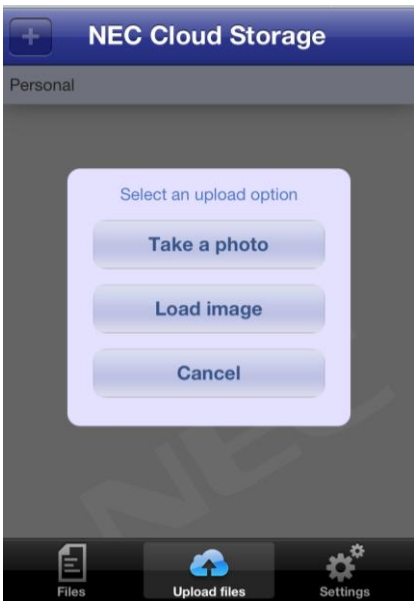
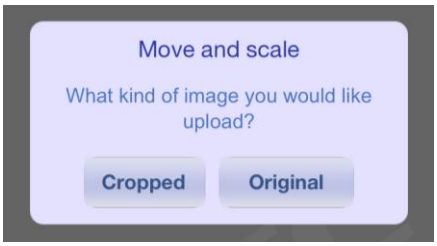
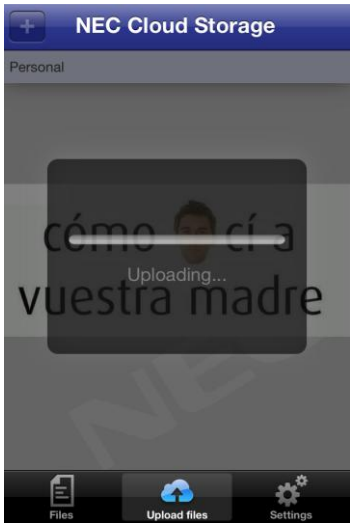
Following options will be displayed:



- Take a photo: It opens your device camera. When you take the photo that one will be automatically upload to NEC Cloud Storage

- Load image: It opens your device file repository (typically in Apple your photos). When you chose one image you will be asked to upload it in its original size or cropped. Then the file will be uploaded.





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6 ANDROID APPLICATION

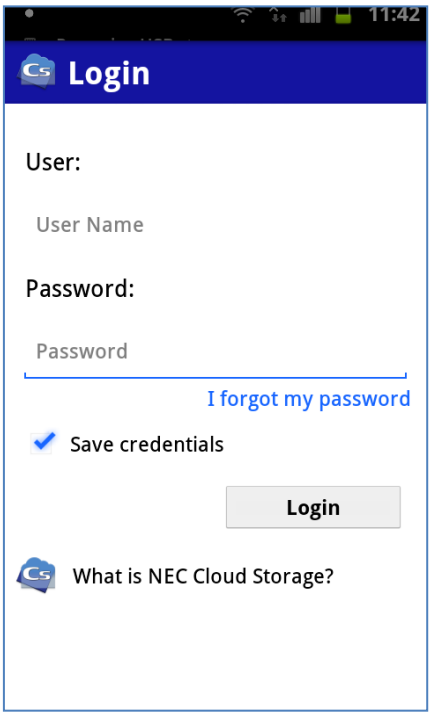
This chapter describes the functionality of NEC Cloud Storage for Android Mobile Devices: Smartphones and Tablets.

6.1 Download and installation

NEC Cloud Storage iOS application is free and can be downloaded from Google Play:

6.2 Log in

To access NEC Cloud Storage Android application you will need to use the same credential that you have for the Web application or the PC application.



You will need to enter your credential (username and password) provided by the administrator from your organization and click “Login”

In case you forgot those, you can use “Forgotten my password?” link, enter you email address and an email will be sent to you reminding your credentials.

If you check “Save credentials” these will be saved for following accesses.

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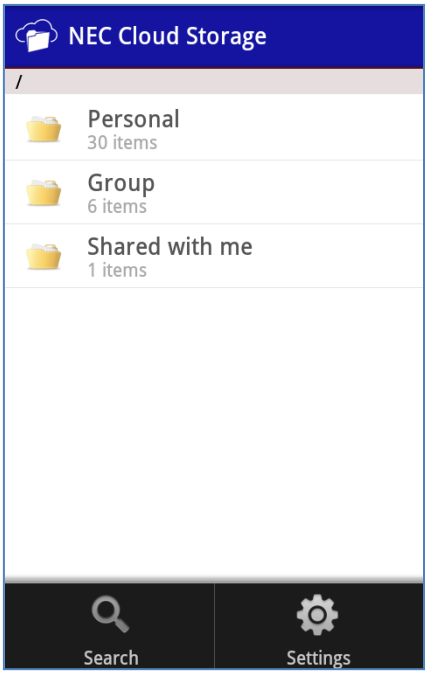
6.3 Configuration

Once you access the application you'll see main Cloud Storage folder (Personal, Group and Shared with me). Clicking on your mobile device "Options" button (this button does not appear in Cloud Storage application, is part of your mobile device), you will see "Search" and "Settings" options.



Going to "Settings" tab you will be able to configure your preferences for NEC Cloud Storage Android application:

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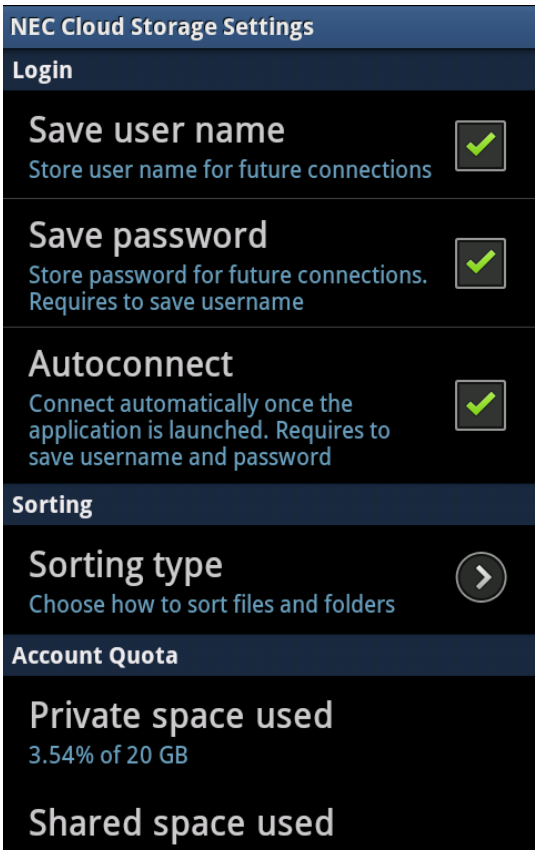
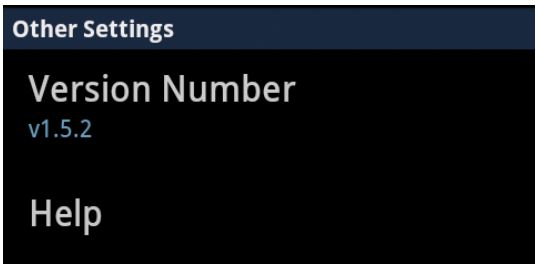
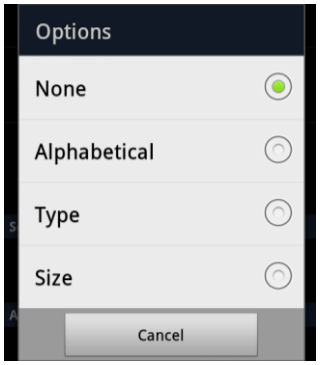

NEC Cloud Storage Settings
Login
Save user name
Store user name for future connections
Save password
Store password for future connections. Requires to save username
Autoconnect
Connect automatically once the application is launched. Requires to save username and password
Sorting
Sorting type
Choose how to sort files and folders
Account Quota
Private space used
3.54% of 20 GB
Shared space used



- Save user: Save your username for future connections
- Save password: Save your password for future connections
- Autoconnect: Login automatically when applications starts
- Sorting type: How files are displayed (by name, type or size)



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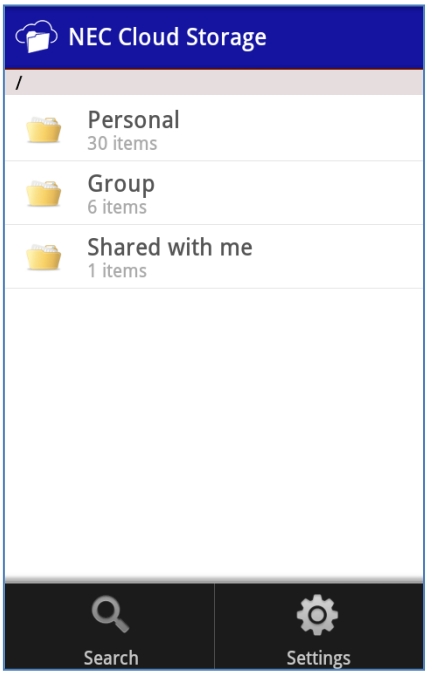
- Account quota: It shows personal and group space (used and free)
- Version number: Version of NEC Cloud Storage Android application
- Help: It directs you to Frequently Asked Questions.

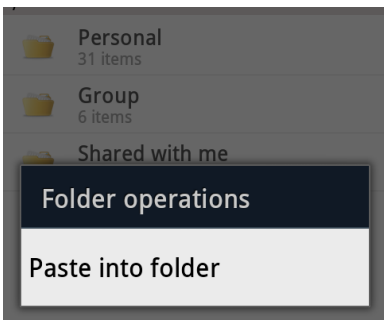
6.4 Files and Folders management

On NEC Cloud Storage main screen you have the three root folders (Personal, Group and Shared with me).



In this screen you have several alternatives to be done with the three root folders (Personal, Group and Shared with me):

- You can search within the application using the magnifying glass icon.
- You have a summary of total number of items of each folder (Personal, Group and Shared with me)
- If you press for one or two seconds any folder all options available will be displayed. In this case, as there are root folders you'll only be able to copy a file into it



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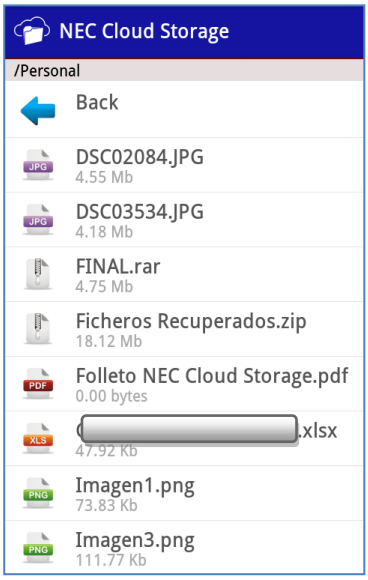
- Clicking on a folder you will access its content

When accessing a folder under the root ones (Personal, Group and Shared with me), you will be presented with your list of files and folders



- If you press for one or two seconds any file or folder all options available will be displayed.

File Operations	Folder operations
Delete File	Delete Folder
Rename File	Rename Folder
Move(Cut) File	Move(Cut) Folder
Share File	Paste into folder

  - Rename File / Folder: It allows you to change file/folder name.
  - Share File: It allows sharing a file with people inside or outside your organization.
  - Move (Cut) File / Folder: It copies the file to the clipboard, and then you will have to go a folder and select option “Paste into folder”.
  - Paste into folder: When you have copied a file to the clipboard, with this option you’ll copy it into the folder.

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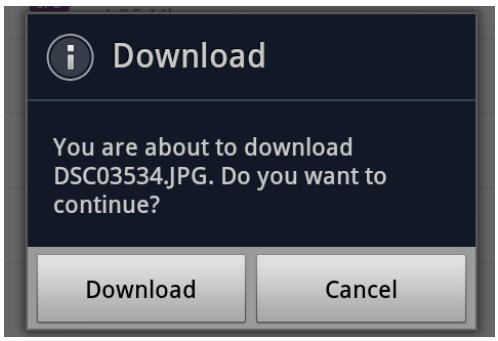
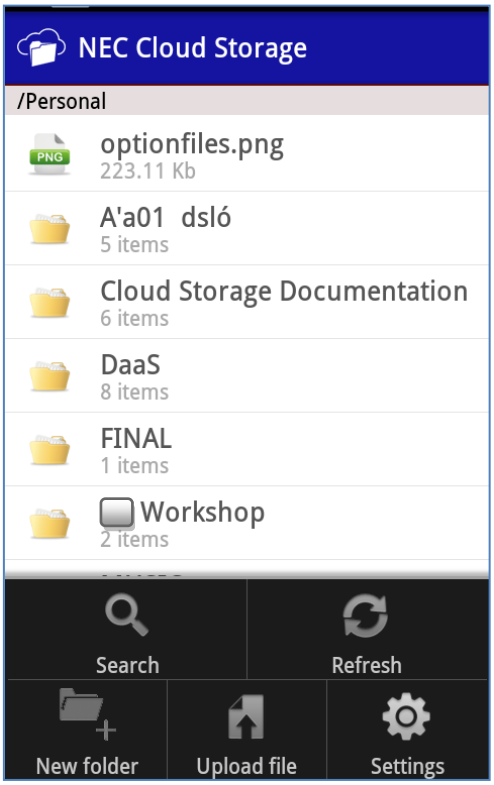
- Delete File / Folder: If you confirm deleting, file or folder will be send to trash. From Web application you'll be able to recover the file in case needed (this option is not available for folders).

- Clicking on a folder you will access its content

- Clicking on a file you will be asked to download to your device. If you have an application in your device that can open the extension of the file you are downloading that will be automatically opened



- Clicking on your mobile device "Options" button (this button does not appear in Cloud Storage application, is part of your mobile device), you will see "Refresh" and "New Folder" options.



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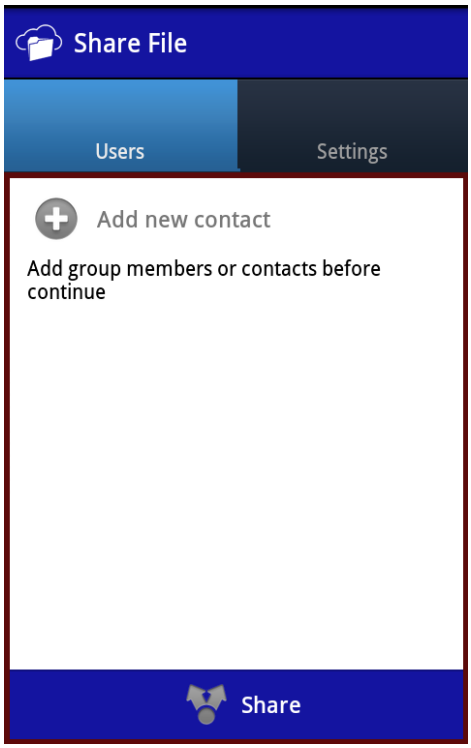
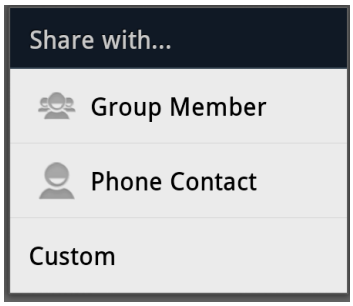
6.4.1 Files sharing

When you press for one or two seconds any file all options available will be displayed, among them appears “Share File”. When you select it the following screen appears:



Clicking on “Add new contact” icon, you will be able to select with which user you want to share the file: a group member (a list of your organization member will appear for you to select), an external user or custom (a window to enter that user’s email will be displayed), a phone contact (your contacts list will be shown for you to chose the one you want to share with).

Added users will be listed in “Users” tab.



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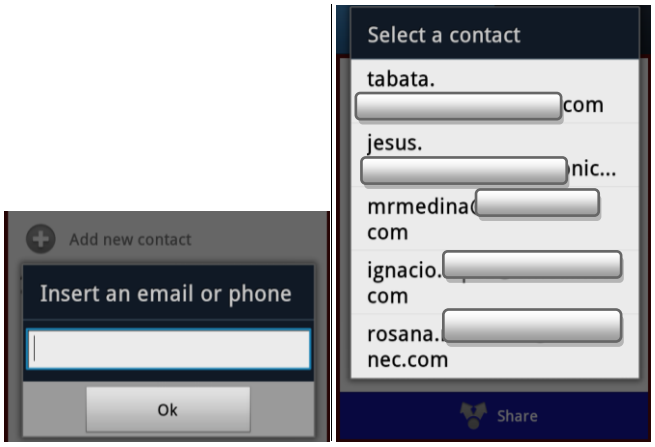
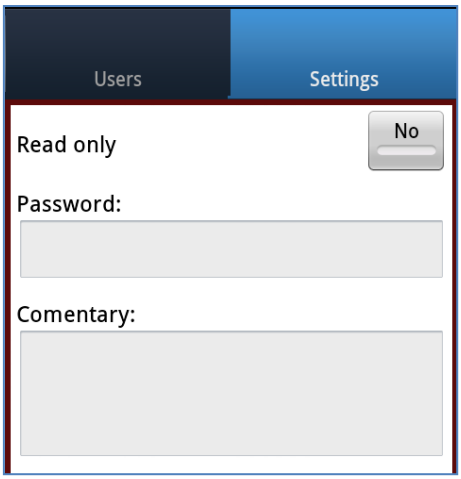


If you want to set a password for the sharing or change permission between read only and writing, you just need to go to “Settings” tab and configure them.



Finally, you just have to click “Share” to complete sharing.

6.5 Upload Files

Clicking on your mobile device “Options” button inside a folder (this button does not appear in Cloud Storage application, is part of your mobile device), you will see “Upload file” options.

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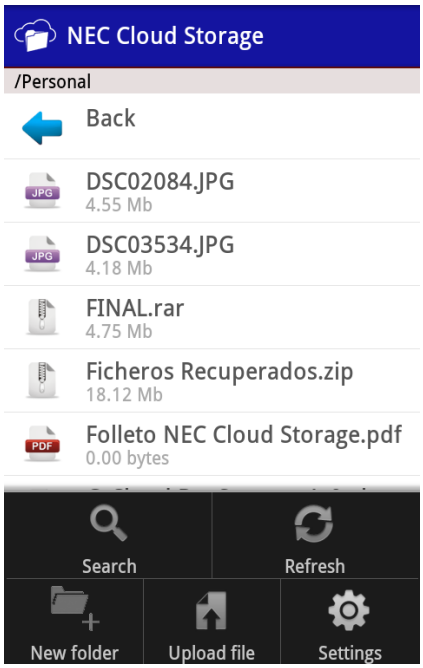
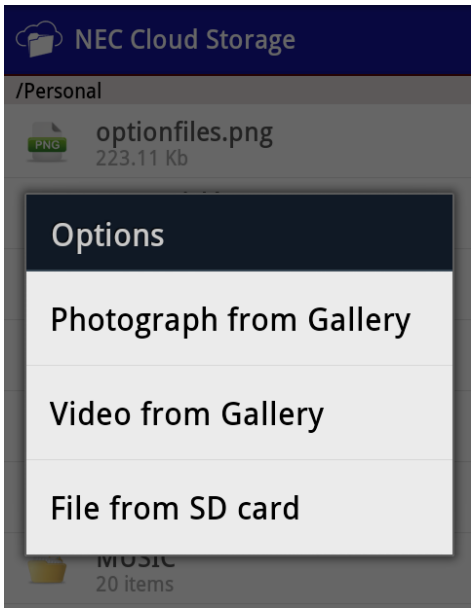


If you select the button “Upload file” that appear in the bottom menu, the following options will be displayed:



- Photograph from Gallery: It opens your device images repository. When you chose one image you will be asked to change its name, if you want to, before uploading it. Then the file will be uploaded.

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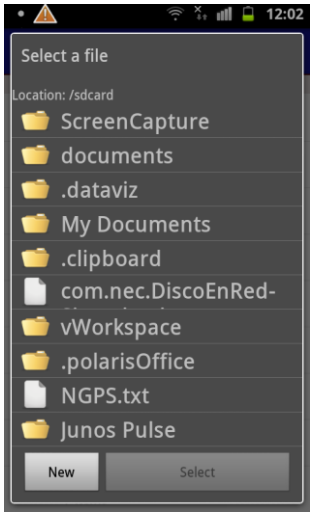
- Video from Gallery: It opens your device videos repository. When you chose one video you will be asked to change its name, if you want to, before uploading it. Then the file will be uploaded.

- File from SD card: It opens your device SD card file browser. When you chose one file you will be asked to change its name, if you want to, before uploading it. Then the file will be uploaded.



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NEC Cloud Storage
User Guide

2013, Version r03.1

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